



Agency Head Performance Evaluation

Fiscal Year: 2016-2017

Planning Stage:

Please complete an annual objective for each category.

Agency:

Agency Head:

Mission Statement: (Briefly summarize the mission of the agency)

Objective 1: Leadership

The Leadership objective examines how the agency head guides and sustains the organization, setting organizational vision, values, and performance expectations.

Objective 2: Strategic Planning

The Strategic Planning objective examines how the agency head develops strategic objectives and action plans, the implementation of the plans, how plans are changed if circumstances require a change, and how accomplishments are measured and sustained.

Objective 3: Customer Focus

The Customer Focus objective examines how the agency head determines who the agency customers are, the requirements, needs and expectations of those customers, and the satisfaction of those customers.

Objective 4: Workforce Focus / Human Resources

The Workforce Focus/Human Resources objective examines how the agency head ensures the performance, management, and development of the workforce to utilize its full potential in accomplishing the organization's overall mission, strategy, and agency goals.

Objective 5: Process Management / Continuous Improvement

The Process Management/Continuous Improvement examines how the agency head continuously works to improve the agency work process and improves its work process to deliver organizational success.

Objective 6: Financial Management

The Financial Management objective examines how the agency head manages the budget, manages audit results, and determines priorities for the expenditure of funds to achieve agency short- and long-term organizational goals.

Planning Stage Verification

Agency Head:

Signature: _____

Date: _____

Board Member:

Signature: _____

Date: _____



Agency Head Performance Evaluation

Fiscal Year: 2016-2017

Evaluation Stage:

Enter your evaluation and select a rating for each of the six objectives.

Objective 1: Leadership	Rating For Objective 1:
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Objective 4: Workforce Focus / Human Resources

Rating For Objective 4:

Objective 5: Process Management / Continuous Improvement

Rating For Objective 5:

Objective 6: Financial Management Rating For Objective 6:

Additional Evaluation Information

Please record the composite score the agency head received from the survey of the individual board/commission members (Governor or designee).

Select the level that best describes your overall assessment of the agency head's performance.

Provide an overall assessment of the agency head's job performance during the review period, emphasizing major results, strengths and areas of improvement. If appropriate, indicate how the agency head plans to improve in any of the deficient areas and what the board/commission members (Governor or designee) plans to do to support these efforts.

Evaluation Stage Verification

Agency Head:

Signature: _____

Date: _____

Board Member:

Signature: _____

Date: _____