



Agency Head Performance Evaluation

Instructions

Download Form:

Download a copy of the Agency Head Performance Evaluation form from the SFAA website (<http://www.sfaa.sc.gov/agency-head>) and save the form to a desired location on your computer or network.

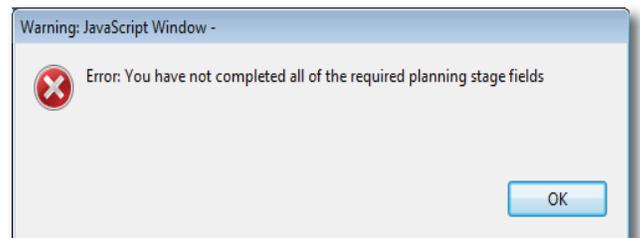
Planning Stage Instructions:

The planning stage portion of the Agency Head Performance Evaluation requires that you complete the following fields:

1. **Agency:** Select your agency from the drop-down list (page 1).
2. **Agency Head:** Enter the name of your agency head (page 1).
3. **Mission Statement:** A brief summary of the mission for your agency (page 1).
4. **Objectives 1 - 6:** Enter data for each of the six objectives for your agency head (pages 2-8).

Once you have completed all of these fields, you can click on the button at the top of the first page labeled "Print Planning Stage." If a field has been left blank, you will see a message telling you that all the required fields have not been completed. If all fields for the

planning stage are completed, you should be prompted to print pages 1-8, which includes a signature page. After obtaining the appropriate signatures, you may mail the pages or scan them and attach them to an email using one of the addresses below:



Mailing Address:

Donna Foster
State Fiscal Accountability Authority
1200 Senate Street
6th Floor, Wade Hampton Building
Columbia, SC 29201

Email Address:

donna.foster@sfaa.sc.gov



Agency Head Performance Evaluation

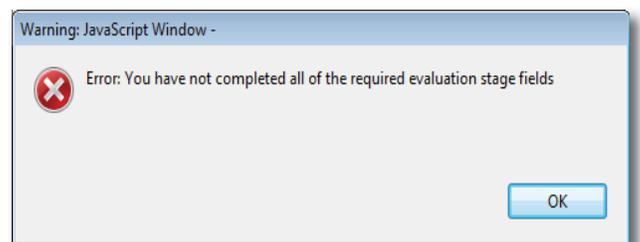
Evaluation Stage Instructions:

The evaluation stage portion of the Agency Head Performance Evaluation requires that you complete the following fields:

1. **Objectives 1-6:** Enter your evaluation of each of the six objectives that you entered for your agency head in the planning stage (pages 9-14).
2. **Rating for Objectives 1-6:** Select a rating from the drop-down list for each of the six objectives (pages 9-14).
3. **Composite Score:** Composite score from survey of board/commission members. This field may not be required for all agencies (page 15).
4. **Overall Assessment Rating:** Select an overall assessment rating from the drop-down list for your agency head's performance (page 15).
5. **Overall Assessment:** Your written assessment of your agency head's job performance for the given fiscal year (page 15).

Once you have completed all of these fields, you can click on the button at the top of the first page labeled "Print Evaluation Stage."

If a field has been left blank, you will see a message telling you that all the required fields have not been completed. If all fields for the evaluation stage are completed, you should be prompted to print pages 9-16 which includes a signature page. After obtaining the appropriate signatures, you may mail the pages or scan them and attach them to an email using one of the addresses below:



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Remember to save what you have entered on the form by selecting the "Save A Copy" button at the top of the first page.