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## SELF-EVALUATION FOR THE EXECUTIVE DIRECTOR

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1. Please review the Executive Director Performance Appraisal Form and be prepared to comment on your performance, with specific examples.
2. Please prepare a memo that responds to the following items:
  - a) Your performance compared to the accountabilities in your job description.
  - b) The overall health of the agency and your role in its health.
  - c) Your major contributions to the agency during the year.
  - d) Progress on the agency's goals / direction and your role in the progress.
  - e) Your working relationship with the Board of Directors, its officers and committees.
  - f) Your working relationship with your staff.
  - g) Your effectiveness as an enabler of the Board.
  - h) Your own performance areas that require improvement and strategies that you plan to utilize for improvement.
  - i) Any problems or special concerns related to your job that need to be addressed in order to enhance your performance, and strategies that you recommend.

Please provide your responses to the Personnel Committee Chair prior to their deliberations meeting. Please be prepared to discuss your comments in your performance appraisal meeting.