



EXECUTIVE DIRECTOR PERFORMANCE EVALUATION FORM

BOARD GOVERNANCE POLICY

Employee Name: _____

Evaluation Date: _____

This evaluation is for the period beginning _____ and ending _____

Each Trustee is to give some thought to the Executive Director's performance. For each of the evaluation categories, bullet points have been provided to assist you with the evaluation. Optional: Please review the self-assessment prepared by the Executive Director that addresses each of the categories below.

Prior to the _____ meeting, please make note of your observations using this form and bring it with you to the meeting. You do not need to give ratings prior to the meeting. At the meeting, the Board will reach a consensus on the ratings and comments for each category in order to "speak in one voice." The facilitator will lead the meeting and take notes. The Chair and Vice Chair will communicate the results to the Executive Director promptly after the closed session.

Leadership: Rating _____

5 - Outstanding, 4 - Above Average, 3 - Satisfactory, 2 - Needs Improvement, 1 - Unacceptable

- Inspires confidence, establishes credibility with Board, staff, active members, retirees, and others
- Maintains a "big picture" outlook and is aware of industry issues
- Exhibits diligence in leading the organization
- Forecasts trends, responds to change, and invites innovation
- Solicits and acts upon ideas of others when appropriate
- Provides direction and support to the Board regarding its fiduciary obligations and governance role
- Demonstrates excellence in carrying out job responsibilities and accomplishing goals
- Engages in learning and growth activities to improve job performance
- Participates in relevant and worthwhile professional organizations

General Comments or Examples:

Management: Rating _____

5 - Outstanding, 4 - Above Average, 3 - Satisfactory, 2 - Needs Improvement, 1 - Unacceptable

- Manages the System's activities in accordance with relevant laws and Board policies
- Develops reasonable budgets, communicates them to the Board, and operates within budgetary limits
- Ensures the efficient and effective functioning of the System through delegation to the staff and outside service providers
- Assesses and advises on adequate security for all official documents and technology systems
- Recognizes the need for internal controls and promotes their value to the staff
- Exhibits skill in problem solving

General Comments or Examples:

Communications: Rating _____

5 - Outstanding, 4 - Above Average, 3 - Satisfactory, 2 - Needs Improvement, 1 - Unacceptable

- Keeps the Board and staff informed, and effectively communicates with them
- Effectively communicates with and represents MPERS, as the primary spokesperson and liaison, to outside stakeholders including employee organizations, consultants, state officials, the legislature, and the public
- Provides testimony on legislative or regulatory matters impacting MPERS
- Organizes ideas and information logically and presents them well
- Speaks and writes clearly and concisely, using understandable terminology
- Effectively communicates with the active members and retirees, as necessary
- Manages communications with the media and the general public
- Projects a positive image as the Executive Director of the System

General Comments or Examples:

Policy Matters: Rating _____

5 - Outstanding, 4 - Above Average, 3 - Satisfactory, 2 - Needs Improvement, 1 - Unacceptable

- Understands and respects the Board's policy role
- Assists the Board on policy matters including the overall direction of the System and use of proper investment strategies
- Recommends policies or changes to policies to comply with laws, plan provisions, and best practices in the public retirement industry
- Effectively interprets Board policies and concerns, and develops a consistent direction for the staff to follow
- Initiates changes in day-to-day operations to conform to established Board policies
- Takes responsibility for monitoring policy, including monitoring of portfolio investment policy
- Provides well-balanced information and clear recommendations to the Board as it establishes new policies

General Comments or Examples:

Staff Development: Rating _____

5 - Outstanding, 4 - Above Average, 3 - Satisfactory, 2 - Needs Improvement, 1 - Unacceptable

- Creates an atmosphere that fosters teamwork, creativity, and participation
- Assures all employees are well informed regarding MPERS policies, procedures, and strategic direction
- Sets clear standards of performance for the staff
- Encourages professional development and appropriate training of staff
- Addresses cross training and, if appropriate, succession planning, for key positions within the System
- Assists supervisors in problem solving with employees

General Comments or Examples:

Rating Summary:

5 - Outstanding, 4 - Above Average, 3 - Satisfactory, 2 - Needs Improvement, 1 - Unacceptable

Categories	Rating
Leadership	
Management	
Communications	
Policy Matters	
Staff Development	
Overall	

Summary Comments:

Significant Accomplishments:

Areas Needing Improvement/Development Goals: