|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXECUTIVE ACE**  **ACCOUNTABILITY & COMPETENCY EVALUATION**  **<<POSITION TITLE>>** | | | | | | | | | | | |
| Employee Name | | |  | | | | Employee # |  | Evaluation Date |  | |
| Supervisor Name | | |  | | | | Employee # |  | 3 Month  5 Month  Annual | | |
| * Evaluate the executive’s performance as it relates to each accountability and competency listed below. * If applicable, add other accountabilities to evaluate performance that does not relate to one of the listed accountabilities. * Refer to the *Leadership Competency Model* for behavioral expectations related to each competency. | | | | | | | | | | | |
| **U** | | **Unsatisfactory Performance** | | | Performance was consistently unsatisfactory; significant improvement is required. | | | | | | |
| **I** | | **Improvement/Development Needed** | | | Performance needs improvement; development encouraged in this area. | | | | | | |
| **S** | | **Successful Performance** | | | Consistently met expectations; solid contributor. | | | | | | |
| **E** | | **Exceptional Performance** | | | Consistently exceeded expectations; role model. | | | | | | |
| **CRITICAL ACCOUNTABILITIES** | | | | | | | | | | | **Rating** |
| **Program, Product & Service Delivery** | | | | | | | | | | |  |
| **Human Capital Management** | | | | | | | | | | |  |
| **Financial Management** | | | | | | | | | | |  |
| **Information Management** | | | | | | | | | | |  |
| **Legislative Affairs** | | | | | | | | | | |  |
| **Public Relations** | | | | | | | | | | |  |
| **Strategic Planning** | | | | | | | | | | |  |
| **Other:** | | | | | | | | | | |  |
| **LEADERSHIP COMPETENCIES** | | | | | | | | | | | **Rating** |
| **Displays High Integrity** | | | | Creates an environment that fosters high ethical standards. | | | | | | |  |
| **Exercises Due Diligence** | | | | Manages resources and day-to-day responsibilities in a manner that instills public trust. | | | | | | |  |
| **Acts Decisively** | | | | Uses vision, creativity, reasoning, and experience to reach conclusions and make effective decisions. | | | | | | |  |
| **Leads Organizational Change** | | | | Proactively and successfully brings about needed change in the agency. | | | | | | |  |
| **Focuses on Customer Needs** | | | | Anticipates and meets the needs of customers by delivering and continuously improving quality services. | | | | | | |  |
| **Takes Entrepreneurial Risks** | | | | Identifies opportunities to develop new services and encourages resourceful and innovative solutions. | | | | | | |  |
| **Builds Strong Alliances** | | | | Develops networks and uses them to strengthen internal and external support. | | | | | | |  |
| **Turns Vision Into Strategy** | | | | Thinks and acts strategically to ensure the agency moves toward its mission and the Governor’s vision. | | | | | | |  |
| **Demonstrates Astuteness** | | | | Uses personal influence, combined with an understanding of internal organizational reality and external factors, to positively affect results for the agency. | | | | | | |  |
| **Maintains Professional Credibility** | | | | Keeps current with developments in own field or expertise and applies this knowledge to effectively manage resources. | | | | | | |  |
| **Builds Competence** | | | | Fosters continuous learning and self-development and ensures employees have the tools and training to do their jobs. | | | | | | |  |
| **Develops Successful Teams** | | | | Builds and leads cohesive teams that are committed to a common goal. | | | | | | |  |
| **Inspires High Performance** | | | | Empowers staff and motivates them to achieve or exceed their goals. | | | | | | |  |
| **STRATEGIC GOALS & INITIATIVES** | | | | | | | | | | | | |
| **Strategic Goals or Initiatives for Next Evaluation Period:**  List up to three of the most important strategic goals or initiatives the executive will be responsible for during the next evaluation period. | | | | | | | | | | | | |
| **1** | **Strategic Goal / Initiative:** | | |  | | | | | | | | |
| Description: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **2** | **Strategic Goal / Initiative:** | | |  | | | | | | | | |
| Description: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **3** | **Strategic Goal / Initiative:** | | |  | | | | | | | | |
| Description: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Evaluation of Previous Period’s Strategic Goals and Initiatives:** | | | | | | | | | | | | |
| **1** | **Strategic Goal / Initiative:** | | |  | | | | | | | | |
| Evaluation:  Exceeded Goal / Progress Exceptional  Met Goal / Progress Satisfactory  Did Not Meet Goal / Progress Unsatisfactory | | | | | | Comments: | | | | | | |
| **2** | **Strategic Goal / Initiative:** | | |  | | | | | | | | |
| Evaluation:  Exceeded Goal / Progress Exceptional  Met Goal / Progress Satisfactory  Did Not Meet Goal / Progress Unsatisfactory | | | | | | Comments: | | | | | | |
|  | | | | | | |
| **3** | **Strategic Goal / Initiative:** | | |  | | | | | | | | |
| Evaluation:  Exceeded Goal / Progress Exceptional  Met Goal / Progress Satisfactory  Did Not Meet Goal / Progress Unsatisfactory | | | | | | Comments: | | | | | | |
|  | | | | | | |
| **COMMENTS** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **SIGNATURES** | | | | | | | | | | | | |
| **Employee:** | | | | | | | | **Date:** | | | | |
| **Supervisor:** | | | | | | | | **Date:** | | | | |