

Employee Evaluation of Executive Director

Answer as honestly and fairly as you can. Use the form to evaluate the work performance for the entire past year.

- Feel free to make comments (Please do!)
- Your answers will be used to give feedback to the Executive Director without revealing your identity
- When you are finished, submit this form to Kyle Gracey, chair of the Bloomfield Development Corporation board of directors. Email to board@bloomfieldpgh.org.

Employee name and title: Sam Spearing, Housing and Mobility Coordinator

Please choose one for each blank

- 5 Very High
- 4 High
- 3 Moderate
- 2 Low
- 1 Very Low

5 Encourages and supports staff to develop/enhance skills through initiative, attendance at meetings, continuing education, etc.

Christina is highly supportive of staff pursuing interests/developing skills.

5 Level of understanding of my job and what I do well enough to help me with problems

I think Christina has a fantastic understanding of my job and simultaneously has improved at allowing staff to become “experts” on their work as they grow in knowledge and experience (Something that I think was initially difficult as the organization has grown).

5 Level knowledge, skills, and/or experience to perform job

5 Level of ease in accessing/meeting when needed

Christina continues to prioritize time with staff.

5 Responsiveness to problems/issues, resolving in a timely manner

5 Level of communication with clear and concise expectations, assignments, and/or instructions

4 Level of communication about the broader organization

Not necessarily solely Christina's responsibility but the addition of new staff along with continued at home work has made it slightly harder to

keep up with what work everyone is doing.

5 Degree to which she/he responds to calls for assistance

5 Openness to my input about how to improve the organization's processes

5 Level of courtesy and respect shown towards staff

5 Level of confidence in her/his integrity and consistency of behavior (The extent to which I can predict she/he will deliver on a promise or commitment)

4 Level to which team building is promoted among staff or staff/board, if I am the only staff

Promoting team building is difficult given COVID/work from home. The market has become a great space for meeting and working with coworkers as well as board members.

5 Prioritizes effectively so that I can meet deadlines and complete my work

5 Degree to which my individual contributions are recognized in a manner meaningful to me

5 Level of assistance and guidance provided when needed

5 Gives open and constructive feedback

 5 Level to which she/he is open to negative and/or constructive feedback

 5 Involves me in decision-making when appropriate

Please use the space below to address any thoughts or concerns that you'd like to add or cover in more detail.
