



Ethics, Organization, and Personnel Committee

Department Head Performance Evaluation Process and Timeline for FY 2022/23

Item 6d

June 13, 2023

Agenda

Department Head Evaluations

- How Evaluation Process works
- Changes from last year's process
- Evaluation Process Timeline

Process Objective

Performance Evaluation Process Goals

- Provide overview of Board perspectives on key performance focus areas:
 - Strategic Leadership
 - Operational Leadership
 - Board Relationships
 - Results
- Ensure confidentiality by using outside vendor
- Encourage full Board participation for optimal feedback

Evaluation Details

Performance Evaluation Factors/Details

- 21 core performance factor/ratings
- Standard rating scale – 1 to 5 scale
 - 1 = To a very little extent
 - 5 = To a great extent
- Overall rating is also collected
- Specific comments collected throughout the evaluation process

Evaluation Rating Definitions

- Exemplary Performance
 - Consistently achieves exemplary performance that SIGNIFICANTLY CONTRIBUTES to organizational results.
- Highly Competent Performance
 - Strong performer. Achieves excellent results on vast majority of assignments and all priority objectives
- Competent Performance
 - Solid performer. Achieves good results on most assignments and deadlines.
- Unsatisfactory Performance
 - Performance does not meet the minimum expectations of this positions

Confidential Results

Who Administers the Process?

- Outside Vendor, **Inquisium by Cvent**, collects performance feedback, summarizes results, maintains confidentiality
- **Inquisium by Cvent**, an Industry Leader, with over 1,000 clients and over 275,000 surveys conducted

FY2022/2023 Process

2022/2023 Evaluation Process Steps

- Board members will receive email confirmations when responses have been submitted
 - Board members can ensure their responses were accurately captured
 - Reminder emails will be sent for as-yet unsubmitted evaluations
- Inquisium by Cvent will finalize results for Board review between August 7-14

FY2022/2023 Process

Changes from Last Year

- Board will be provided links to Department Head job description
- 3 Department heads will be able see full rating from Board members
- General Auditor, Scott Suzuki will not be evaluated, but will submit 2023/24 goals to home committee

Evaluation Timeline



