

Cooperative Director Evaluation Form

| | | |
|---------------------|----------------------|-----------------------------------|
| Employee Name _____ | Department _____ | Period Covered _____ |
| Evaluated by _____ | Date Completed _____ | Date Reviewed with Employee _____ |

| | Weight Total must equal 100% | Rating Use 1 through 5 | Score Weight x Rating |
|---|------------------------------------|---------------------------|-----------------------------|
| <p>Supervision</p> <p>Hires a general manager.</p> <p>Supervises actions of the general manager.</p> <p>Comments:</p> | | | |
| <p>Administration</p> <p>Structures activities of groups, individuals, and self.</p> <p>Uses resources to maximize productivity and efficiency.</p> <p>Plans, sets goals, and develops strategies to meet goals.</p> <p>Efficiently uses time and energy.</p> <p>Comments:</p> | | | |

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable

Cooperative Director Evaluation Form, Page 2

| | Weight Total must equal 100% | Rating Use 1 through 5 | Score Weight x Rating |
|---|--|----------------------------------|---------------------------------|
| <p>Leadership</p> <ul style="list-style-type: none"> Sets policies and direction for the cooperative. Operates and effective and informed directorship. Operates within legal and ethical guidelines. Sets an example for potential board members, cooperative employees, and cooperative members. Gains understanding, support, and effective action of others to achieve objectives. Sets and maintains high standards. Builds collaborative team atmosphere. Takes charge and responds appropriately to unexpected situations. Comments: | | | |
| <p>Interpersonal Skills</p> <ul style="list-style-type: none"> Develops relationships that enhance understanding, respect, and communication. Deals effectively with conflict. Works as a team player. Comments: | | | |

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable

Cooperative Director Evaluation Form, Page 3

| | Weight Total must equal 100% | Rating Use 1 through 5 | Score Weight x Rating |
|---|--|----------------------------------|---------------------------------|
| <p>Problem-Solving Skills</p> <p>Effectively processes and analyzes information to learn new material, identify and define problems, and make decisions.</p> <p>Uses quantitative and financial analyses to make sound decisions.</p> <p>Comments:</p> | | | |
| <p>Communications</p> <p>Communicates clearly, accurately, thoroughly, and effectively.</p> <p>Comments:</p> | | | |
| <p>Motivation</p> <p>Establishes high performance standards for self.</p> <p>Sets challenging goals.</p> <p>Demonstrates commitment to the cooperative.</p> <p>Comments:</p> | | | |

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable

Cooperative Director Evaluation Form, Page 4

| | Weight Total must equal 100% | Rating Use 1 through 5 | Score Weight x Rating |
|---|--|----------------------------------|---------------------------------|
| <p>Personal Adaptability</p> <p>Demonstrates self confidence in handling work challenges.</p> <p>Demonstrates flexibility, adaptability, and integrity when facing frustration or adversity.</p> <p>Comments:</p> | | | |
| <p>Technical Knowledge</p> <p>Understands thoroughly technical fundamentals of the job.</p> <p>Stays informed of technical developments.</p> <p>Understands company practices and techniques.</p> <p>Recognizes the significance of technology specific to the cooperative.</p> <p>Comments:</p> | | | |
| <p>Total Score =</p> | | | |

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable

Cooperative Director Evaluation Form, Page 5

| Weight Total must equal 100% | Rating Use 1 through 5 | Score Weight x Rating |
|---|----------------------------------|------------------------------------|
|---|----------------------------------|------------------------------------|

Overall Merit Rating

- 451 - 500 - Outstanding
- 351 - 450 - Exceeds Standards
- 251 - 350 - Met Standards
- 151 - 250 - Below Standards
- 100 - 150 - Unacceptable

Signature of Manager/Supervisor _____ Date_____

Signature of Employee _____ Date_____

Rating System

5 - Outstanding **4.5 to 4** - Above standards **3.5 to 3** - Met standards **2.5 to 2** - Below standards **1** - Unacceptable