

# C.E.O. Evaluation -- Grundy County Housing

## 1. Evaluation

**1: Using a scale of 1 to 10, where 1 means the poorest performance possible, and 10 means the best performance possible, please rate the C.E.O. for each of these characteristics.**

Please tick the appropriate response for each item

Adaptability/Flexibility -- Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

- 1    2
- 3    4
- 5    6
- 7    8
- 9    10

Budgets/ Cost Controls -- Plans for and uses resources efficiently, always looks for ways to reduce costs, creates accurate and realistic budgets, tracks and adjusts budgets, contributes to budget planning

- 1    2
- 3    4
- 5    6
- 7    8
- 9    10

Communication -- Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.

- 1    2
- 3    4
- 5    6
- 7    8
- 9    10

Computer Skills -- Skilled in the use of computers, adapts to new technology, keeps abreast of changes, learns new programs quickly, uses computers to improve productivity.

- 1    2
- 3    4
- 5    6
- 7    8
- 9    10

Decision Making/Judgment -- Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, communicates decisions to others.

- 1    2
- 3    4
- 5    6
- 7    8
- 9    10

Dependability – Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure.

- 1    2
- 3    4
- 5    6
- 7    8
- 9    10

Integrity/Ethics – Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values, conveys good news and bad.

- 1    2
- 3    4
- 5    6
- 7    8
- 9    10

Interpersonal Skills -- Listens well, diffuses conflict before it starts, finds causes of and solutions to problems, handles difficult people.

- 1    2
- 3    4
- 5    6
- 7    8

9  10

1  2

Job Knowledge – Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.  3  4

5  6

7  8

9  10

1  2

Leadership -- Leads through change and adversity, makes the tough call when needed, builds consensus when appropriate, motivates and encourages others.  3  4

5  6

7  8

9  10

1  2

Listening Skills -- Listens attentively to others, asks clarifying questions, actively listens, stays open to other viewpoints, manages distractions and interruptions.  3  4

5  6

7  8

9  10

1  2

Managing Conflict -- Listens well, diffuses conflict before it starts, finds causes of and solutions to problems, handles difficult people.  3  4

5  6

7  8

9  10

1  2

Managing Technology -- Has an awareness of, researches and adopts effective technologies that improve the bottom line, works well with tech resources.  3  4

5  6

7  8

9  10

1  2

Meeting Management -- Holds appropriate number of meetings, develops a meeting agenda, sets clear goals for meetings, involves appropriate people, encourages and balances input.  3  4

5  6

7  8

9  10

1  2

People Management -- Defines roles and responsibilities, motivates and challenges employees, delegates effectively, rewards contributions, manages collaboratively.  3  4

5  6

7  8

9  10

1  2

Planning -- Develops realistic plans, sets goals, aligns plans with company goals, plans for and manages resources, creates contingency plans, coordinates/cooperates with others.  3  4

5  6

7  8

9  10

1  2

Problem Solving/Analysis -- Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, understands the difference between critical details and unimportant facts.  3  4

5  6

7  8

9  10

- Project Management – Establishes project goals, milestones, and procedures, defines roles and responsibilities, acquires project resources, coordinates projects throughout company, monitors project progress, manages multiple projects.
  - 1  2
  - 3  4
  - 5  6
  - 7  8
  - 9  10
  
- Resident Service -- Handles Resident questions and complaints, communicates with Residents, handles service problems politely and efficiently, available for Residents, follows procedure to solve Resident problems, understands authority services, maintains pleasant and professional image.
  - 1  2
  - 3  4
  - 5  6
  - 7  8
  - 9  10
  
- Results Focus -- Targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets team standards and responsibilities, provides leadership/motivation.
  - 1  2
  - 3  4
  - 5  6
  - 7  8
  - 9  10
  
- Self Development – Seeks out and accepts feedback, is a proactive learner, takes on tough assignments to improve skills, keeps knowledge and skills up-to-date, turns mistakes into learning opportunities.
  - 1  2
  - 3  4
  - 5  6
  - 7  8
  - 9  10
  
- Strategic Thinking/Management -- Creates and communicates a long-term vision, balances short and long term goals, keeps own and team's work aligned with overall goals, understands the market and can predict change, understands the industry and the competition, creates and adjusts strategic plans.
  - 1  2
  - 3  4
  - 5  6
  - 7  8
  - 9  10
  
- Technical Skills -- Understands programmatic and regulatory requirements, keeps knowledge up-to-date, is a technical resource for others.
  - 1  2
  - 3  4
  - 5  6
  - 7  8
  - 9  10
  
- Vision and Values -- Supports values and daily actions and decisions, communicates vision and values to others, generates enthusiasm, incorporates vision when planning.
  - 1  2
  - 3  4
  - 5  6
  - 7  8
  - 9  10

## 2. Comments

**1: Please offer any other comments you have regarding the performance of the C.E.O.**

Please write your answer in the box below:

---

**Submit your survey!**

Thank you for completing this survey. Please fax your completed survey to 815-942-6389.