<Insert Chapter Name>

Chapter Administrator Performance Review

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Chapter Admin. Name:** |  | **Chapter Admin. Job Title:** |  | | | |
| **Chapter Leader Name:** |  |  |  | | | |
| **Chapter Leader Name:** |  | **Date of Review:** |  | | | |
|  | | |  |  |  |  |

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# Summary of Performance: Performance Definitions:

**O** Outstanding Performance is superior on a consistent and sustained basis.

**E** Exceeds Expectations Performance exceeds normal job requirements.

**M** Meets Expectations Performance meets position requirements.

**NI** Needs Improvement Performance meets some position requirements, objectives and expectations**.**

**U**  Unsatisfactory Performance does not meet position requirements, objectives, expectations and

immediate attention to improvement is required.

**NA** Not Applicable Criteria does not apply.

**Rating**

|  |  |
| --- | --- |
| **Quality of Work:** Work product is complete, accurate and in an acceptable format. |  |
| **Quantity of Work:** Completes assigned work efficiently and in an organized manner within an established time frame, works to complete objectives and sees a task through to the end while taking into consideration current responsibilities and workload. |  |
| **Individual Effectiveness:** Displays a cooperative attitude in the Chapter, exhibits tact and sincerity with others to achieve objectives. |  |
| **Initiative:** Generates ideas and initiates action to seek information to solve problems or follow through with a task; self-starter. |  |
| **Communication:** Expresses ideas and information in writing and verbally, in a manner that is complete, clear, concise, organized and appropriate to the Board of Directors and Chapter members. Conveys information to Board of Directors and Chapter members in a timely, clear and concise manner. Listens to others and is open minded to and evaluates suggestions from others. |  |
| **Service Focus:** Takes a personal interest in both Board of Directors and Chapter members, creates a pleasant atmosphere for interaction and takes appropriate action to meet their needs. |  |
| Judgment and Decision Making: Realistically weighs and evaluates information, separates important from unimportant, assesses probable consequences and takes appropriate action, and demonstrates the ability to make sound and timely decisions. Is accountable for results and selects decision alternatives that meet the objectives of the Chapter. |  |
| **Team Building:** Actively seeks and achieves group participation to improve work, sets priorities, is innovative and solves problems. |  |
| **Job Knowledge:** Is well versed on MPI’s Policy Manual and Bylaws as well as Chapter’s Bylaws. Demonstrates comprehension of techniques, skills, processes, equipment, procedures and materials necessary to perform job. |  |
| **Ongoing Skills Improvement:**Displays an interest in and uses initiative to not only maintain current skills, but also continuously upgrade skills to meet changing requirements of the job. Is up to date with the Chapter Administrator Program (CAP) and maintains the minimum passing score of 80%. |  |
| **Budget Consciousness:**Maintains awareness of budgets and expenses as appropriate, and control funds to ensure all expenditures are within approved budgets or available funding. |  |
| **Dependability:** Exhibits reliability in being available for work, sometimes without close supervision, and takes ownership in the work to be performed. |  |
| **Approachability:** Makes self-available to Board of Directors and Chapter members, and then listens in order to understand needs and determine how best to meet those needs. |  |
| **<enter chapter specific criteria if needed>:** |  |
| **Attendance and Punctuality:** Does Chapter Administrator’s attendance and punctuality meet Chapter’s needs and standards? |  |

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| --- |
| **Based on Chapter Administrator’s performance, provide your overall rating, identify and summarize the most significant results and explain how they influenced your rating:** |

|  |  |  |
| --- | --- | --- |
| **Chapter Administrator’s Comments:** | | |
| Chapter Administrator would like to discuss this review with an independent third-party. | **Yes** |  |

**CHAPTER ADMINISTRATOR DEVELOPMENT PLAN**:

|  |  |  |
| --- | --- | --- |
| **Targeted Area For Performance Improvement, Contribution, Or Enhancement** | **Specific Activity(ies)**  **To Attain Target** | Completion Date **Or Timeframe** |
|  |  |  |

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| --- |
| **OVERALL PERFORMANCE RATING:** |

**Chapter Administrator’s Signature: Date:**

(Chapter Administrator’s signature indicates neither agreement nor disagreement with the summary. It indicates that the summary has been discussed with the Chapter Administrator)

**Chapter Leader’s Signature: Date:**

**Chapter Leader’s Signature: Date:**