

Executive and Leadership Performance Evaluation

This evaluation template is designed for assessing the performance of executive-level leaders. Please complete all sections to facilitate a comprehensive review. Since this is a printable template, all fields can be filled out manually or typed directly before printing.

1. General Information

Executive Name: Job Title:
Evaluator Name: Evaluator Title:
Review Period: Date of Evaluation:

2. Performance Rating Scale

For each competency below, provide a rating from 1 to 5 (1 = Unsatisfactory, 2 = Needs Improvement, 3 = Meets Expectations, 4 = Exceeds Expectations, 5 = Outstanding) in the designated text box.

3. Leadership Competencies

A. Strategic Vision & Direction

Establishes a clear, compelling vision and successfully aligns organizational resources to achieve long-term objectives.

Rating (1-5):
Supporting Evidence / Comments:

B. Execution & Operational Excellence

Translates strategic vision into operational reality. Demonstrates strong decision-making capabilities and accountability for organizational results.

Rating (1-5):
Supporting Evidence / Comments:

C. Financial Performance & Resource Stewardship

Effectively manages financial assets, budgets, and investments. Demonstrates sound fiscal judgment and drives sustainable growth.

Rating (1-5):
Supporting Evidence / Comments:

D. People Leadership & Culture

Attracts, develops, and retains top talent. Fosters an inclusive, collaborative, and high-performing organizational culture.

Rating (1-5):
Supporting Evidence / Comments:

E. Stakeholder Relations & Communication

Communicates effectively with internal and external stakeholders, including the board, partners, employees, and public communities.

Rating (1-5):
Supporting Evidence / Comments:

4. Overall Assessment & Future Objectives

Overall Performance Summary

Provide a summary rating and high-level evaluation of the executive's performance during this review period.

Overall Score (1-5):

Summary Comments:

Key Accomplishments

List the major milestones, goals met, and achievements during the review period.

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Future Development Areas & Goals

Identify 2-3 key focus areas and strategic objectives for the upcoming performance period.

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5. Sign-Off & Approvals

Signatures below indicate that this performance evaluation has been discussed and reviewed.

Executive Signature: Date:

Evaluator Signature: Date: