

BOARD of COUNTY COMMISSIONERS
Interoffice Memorandum

RECEIVED

DATE September 27 2007
TO Board of County Commissioners
FROM Commissioner Ed DePuy Chairman *EDD*
SUBJECT Annual Performance Evaluation of Tourist Development Council (TDC)
Executive Director

OCT 1 2007

Leon County TDC

As you know the position of Executive Director for the TDC reports directly to the Board of County Commissioners. However, it is my understanding that a standardized performance appraisal has never been conducted by individual Commissioners for this position. The purpose of this memorandum is to request that each Commissioner conduct a performance evaluation of the incumbent, Mr. Guy Thompson, to include a meeting to discuss same. I have taken the liberty to attach a standardized evaluation form for your convenience and for consistency.

I ask that you please submit a copy of your completed evaluation form to my office no later than Monday, October 15, 2007. As always, I appreciate your cooperation.

✓ CC GUY THOMPSON

Performance Evaluation For Executive Director Position for the Leon County
Tourist Development Council (TDC)

FY 2006/2007

Rank the executive director on the performance factors using the performance definitions (5=outstanding 4=significantly exceeds expectations 3=fully capable, 2=needs improvement 1=unsatisfactory)

1 ADMINISTRATION

Performance Factor	Performance (From 5 to 1)	Comments
Planning		
Budgeting and Economic Management		
Organization of Work		
Compliance		
Problem Solving and Decision Making		
Evaluation and Control		
Risk (Liability) Management		

2 INTERPERSONAL

Performance Factor	Performance (From 5 to 1)	Comments
Oral Communication		
Written Communication		
Coordination/Collaboration		
Supervisory Control		
Leadership		
Staff Appraisal and Development		

3 INDIVIDUAL

Performance Factor	Performance (From 5 to 1)	Comments
Effort and Initiative		
Professional and Technical Competence		
Innovation		
Objectivity		
Credibility		
Flexibility		

4 LEADERSHIP

Performance Factor	Performance (From 5 to 1)	Comments
Coaching		
Empowering		
Modeling		
Team Building		
Visioning		
Self development		

OVERALL EVALUATION (Please check one)

- Outstanding
- Significantly exceeds expectations
- Fully capable
- Needs improvement
- Unsatisfactory

What were the executive director s performance highlights in the past year?

What could have been most improved regarding the executive director s performance in the past year?

What should be the executive director s performance goals for the next year?

Evaluator s Signature _____ Date _____

Executive Director Comments

Executive Director's Signature _____ Date _____