

Montana Council on Developmental Disabilities
Policy # 4.4
Adopted June 19, 2008, Revised October 15, 2009

EXECUTIVE DIRECTOR JOB PERFORMANCE EVALUATION PROCESS

Council annually approves the “do” and “don’t” policies related to the job performance evaluation.

Council revises and approves the job performance evaluation form.

Executive Director reports at each Council meeting on progress with opportunity for questions, comments and answers.

Council members complete job performance evaluation form following the last scheduled Council meeting of any given federal fiscal year.

Members submit completed job performance evaluation forms to the Council Chair, who compiles scores and summarizes comments. Chair meets with Executive Director to review.

After meeting with the Executive Director to discuss the job performance evaluation scores and comments, the Chair prepares an oral report to present to the Council at the first regularly scheduled meeting of the new federal fiscal year. The report shall contain the averaged scores for each section of the form as well as a summary of commendations and recommendations found in member’s evaluation form. A written report including the above and the Executive Directors response will be submitted to MCDD offices to be maintained in Executive Directors personnel file by November 15.