

**Promotional Products Association International
President's Performance Evaluation
Management Qualities**

Several and management qualities have been identified which are important to the President's position and performance. Circle the number that you believe best represents how well these goals have been achieved and how well the management skills and qualities have been demonstrated in the President's overall management of the Association, using the following scale with 1 representing the lowest achievement and 10 the highest achievement.

I. MANAGEMENT SKILLS AND QUALITIES

1. LEADERSHIP AND IMPACT: Facilitates cooperation and group action. Creates an inclusive work environment. Guides others to work toward common objectives. Contributes to building a positive team spirit. Defines team roles and responsibilities. Supports group problem solving. Balances team and individual responsibilities. Gives and welcomes feedback. Exhibits confidence in self and others. Inspires respect and leadership. Reacts well under pressure. Motivates others to perform well. Treats people with respect. Willingness and demonstrated ability to cooperate, work and communicate with co-workers, supervisors and subordinates. Contributes to the association's vision.

1 2 3 4 5 6 7 8 9 10

No Achievement Excellent Achievement

2. QUALITY AND PRODUCTIVITY: Demonstrates accuracy, thoroughness and acceptability of work performed with attention to detail. Monitors own work to ensure quality. Looks for ways to improve and promote quality. Completes work in a timely manner. Strives to increase productivity. Demonstrates ability to learn new approaches, seeks new information, and has comprehensive understanding of all phases of the position responsibilities.

1 2 3 4 5 6 7 8 9 10

No Achievement Excellent Achievement

3. PLANNING AND ORGANIZATION: Anticipates workload, prioritizes tasks, manages time effectively, sets realistic goals, efficiently schedules tasks and completes work without close supervision. Effectively uses financial and human resources. Anticipates problems in reaching desired results and develops contingency plans. Aligns individual plans with Association objectives. Ability to effectively respond and adapt to change.

1 2 3 4 5 6 7 8 9 10

No Achievement Excellent Achievement

4. JUDGMENT AND DECISION MAKING: Ability to make sound, timely and quality decisions, using insight and reviewing alternatives to objectively meet the interests and needs of all parties. Identifies/evaluates issues and reaches sound conclusions. Demonstrates understanding of consequences. Willingness to take responsibility for these decisions. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations.

1 2 3 4 5 6 7 8 9 10

No Achievement Excellent Achievement

5. ORAL AND WRITTEN COMMUNICATIONS: Organizes and expresses thoughts and ideas in writing and orally in an accurate, clear and concise manner. Keeps others well informed and exhibits good listening skills. Effectiveness of expression in individual and group situations (including listening, nonverbal communication and appropriate language). Concise and complete written reports that detail the scope of assignments. Ability to be assertive and to communicate thoughts and feelings in a way that respects the needs, feelings and different views of others.

1 2 3 4 5 6 7 8 9 10
No Achievement Excellent Achievement

6. PERSONAL INTEGRITY: Honest, trustworthy and ethical. Ability to conduct himself in such a way to enjoy the confidence and respect of others. Displays courtesy and sensitivity. Projects a professional image and a willingness to help.

1 2 3 4 5 6 7 8 9 10
No Achievement Excellent Achievement

7. INITIATIVE AND RISK TAKING: Identifies issues and situations that need to be addressed and takes prompt effective action. Self-starting. Creatively searches for new ideas. Takes calculated risks. Demonstrates sense of urgency about next step. Recognizes potential problems or situations that can be improved and acts promptly or independently to develop or propose solutions. Takes independent action to improve job performance and learn new methods and techniques.

1 2 3 4 5 6 7 8 9 10
No Achievement Excellent Achievement

II. ACCOMPLISHMENTS AND SUCCESSES

Note any specific accomplishments and successes the President achieved during the review period.

1. _____
2. _____
3. _____
4. _____
5. _____

III. AREAS IN WHICH IMPROVEMENT IS SUGGESTED OR CHALLENGES TO BE ADDRESSED IN 2008.

1. _____
2. _____

3. _____

4. _____

5. _____

V. ADDITIONAL COMMENTS: _____
