NEON PEER ASSESSMENT FORM: Lisa Ladendorff

Position of Responsibilities: Please review the employee’s core responsibilities listed in his or her job description, and note any significant changes to these responsibilities since the last evaluation. If you wish to write notes on some of your rankings, please do so.

**Rating Scale Description:**

**1. Skill not developed** – Has not begun working on this skill development yet.

**2. Beginning skill**- Identifies the skill and has begun development of it

**3. Developing skill** – Successfully progressing in skill development

**4. Basic skill** - Demonstrates skill at an acceptable level of performance.

**5. Mastery** - Shows advance level - capable of modeling, mentoring, and teaching.  Has surpassed basic expectations.

**Rating Scale Description for Importance:**1. Minimal importance/not high priority
2. Somewhat important
3. Moderately important
4. Pretty important
5. Very important/high priority

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| Job Responsibility | Importance rank (1-5) | Level of satisfaction (1-5) | Performance rank (1-5) | Comments: |
| Coalition Development and Management | 1. Builds positive partnerships and working relationships within NEON and within the communities that form NEON. |  |  |  |  |
| 2. Builds trust within NEON and within the communities that form NEON via communication and collaboration. |  |  |  |  |
| 3. Comments on Coalition Development and Management: |
| Strategic Planning and Oversight | 4. Oversees and leads the strategic planning process for NEON. Provides leadership in program development, implementation, and evaluation. |  |  |  |  |
| 5. Builds and maintains strong working relationships with Board members. Manages significant Board work, including recruiting, reporting, development and meeting preparation. |  |  |  |  |
| 6. Creates clarity by facilitating a shared personal and community vision. |  |  |  |  |
| 7. Achieves mobilization by ensuring follow-up on and completion of action plans. |  |  |  |  |
| 8. Leads program evaluations and outcomes research. |  |  |  |  |
| 9. Assesses the environment, including gathering and interpreting data, assessing community needs, and planning thoughtful solutions. |  |  |  |  |
| 10. Comments Regarding Strategic Planning and Oversight: |
| Staff Management | 11. Supervises management positions within NEON, promoting professionalism, best-practices, innovation, and excellent customer service. |  |  |  |  |
| 12. Leads organization and staff evaluation processes. |  |  |  |  |
| 13. Develops others, mentors and coaches responsibly, and helps create possibilities for others to become more successful. |  |  |  |  |
| 14. Staff Management Comments: |
| Financial Management | 15. Develops the annual budget. |  |  |  |  |
| 16. Assures that NEON fulfills its fiscal obligations and maintains fiscal solvency. |  |  |  |  |
| 17. Maintains strong financial reporting, accounting and auditing. |  |  |  |  |
| 18. Leads fundraising. |  |  |  |  |
| 19. Financial Management comments: |  |
| Outreach and Public Relations | 20. Represents the organization with local, regional, state and national officials and legislators, the media, private and public agencies, and the NEON community. |  |  |  |  |
| 21. Outreach and Public Relations comments: |
| Leadership | 22. Successfully prioritizes, organizes and manages work load. |  |  |  |  |
| 23. Demonstrates the knowledge and technical abilities to successfully lead NEON. |  |  |  |  |
| 24. Practices the people and leadership skills needed to successfully lead NEON. |  |  |  |  |
| 25. Actively listens, accurately reads non-verbal communication, and recognizes personal impact on group dynamics. |  |  |  |  |
| 26. Mediates problem resolution among internal and external customers. |  |  |  |  |
| 27. Shares power and influence responsibly among mangers, staff and stakeholders. |  |  |  |  |
| 28. Leadership Comments: |
| Organization Culture: | 29. Clearly communicates expected outcomes and processes with staff and Board. |  |  |  |  |
| 30. Applies a system of objective, agreed upon accountability in order to achieve the organization’s goals. |  |  |  |  |
| 31. Leads Human Resources development. |  |  |  |  |
| 32. Organizational Culture comments: |
| 33. What does the successful leader of NEON look like? |

**Accomplishments for Employee: Please fill out chart below to your best knowledge.**

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| --- | --- |
| **Areas of growth and development/Accomplishment** |  |
| **Goals employee was unable to meet and reasons.** |  |