

5 – Excellent (almost always exceeds expectations and performs at very high standard)

4 – Above average (generally exceed performance expectations)

3 – Satisfactory (meets performance expectations)

2 – Below average (generally does not meet performance expectations)

1 – Unsatisfactory (almost always fails to meet minimum performance expectations).

Blank – Not rated

Question	#	Category
	1	PROFESSIONAL SKILLS AND STATUS
1	a.	Knowledgeable of current developments affecting the management field and affecting research parks.
2	b.	Respected in management profession.
3	c.	Has a capacity for and encourages innovation.
4	d.	Anticipates problems and develops effective approaches for solving them.
5	e.	Willing to try new ideas proposed by Board Members or staff.
6	f.	Interacts with the Board in a direct and straightforward manner.
7	g.	Skillful with the news media, avoiding political positions and partisanship.
	2	RELATIONS WITH BOARD OF GOVERNORS
8	a.	Carries out directives of the Board as a whole rather than those of any one Board member.
9	b.	Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.
10	c.	Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.
11	d.	Responds to requests for information or assistance by the Board.
	3	POLICY EXECUTION
12	a.	Implements Board action in accordance with the intent of the Board.
13	b.	Supports the actions of the Board after a decision has been reached, both inside and outside the organization.
14	c.	Enforces Authority policies.
15	d.	Understands relevant State & County laws and ordinances.
16	e.	Reviews Authority procedures periodically to suggest improvements to their effectiveness.
17	f.	Offers workable alternatives to the Board for changes in policies when a policy proves impractical in actual administration.
	4	REPORTING
18	a.	Provides the Board with reports concerning matters of importance to the Authority.
19	b.	Reports are accurate, comprehensive and produced in a timely manner.
20	c.	Reports are generally produced through own initiative rather than when requested by the Board.

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21	d.	Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.
22	e.	Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny.
	5	TENANT RELATIONS
23	a.	Responsive to complaints from tenants.
24	b.	Demonstrates a dedication to service to the Park community and its Tenants.
25	c.	Has the capacity to listen to others and to recognize their interests.
26	d.	Willing to meet with members of the Park community to discuss their real concerns.
	6	STAFFING
27	a.	Recruits and retains competent personnel for Authority positions.
28	b.	Aware of staff weaknesses and works to improve their performance.
29	c.	Accurately informed and concerned about employee relations.
30	d.	Professionally manages the compensation and benefits plan LCRDA team at all levels.
31	e.	Promotes training and development opportunities for employees at all levels of the organization.
	7	SUPERVISION
32	a.	Instills confidence and initiative in all subordinates and emphasizes support rather than restrictive controls.
33	b.	Has developed a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the Authority. Manages LCRDA with strong, positive directions and trust.
34	c.	Evaluates personnel periodically, and points out weaknesses and strengths.
35	d.	Encourages teamwork, innovation, and effective problem-solving among the staff members.
	8	FISCAL MANAGEMENT
36	a.	Prepares a fiscally responsible budget to provide services at a level directed by the Board.
37	b.	Makes the best possible use of available funds, conscious of the need to operate the Authority efficiently and effectively.
38	c.	Prepared budget is in an intelligent but readable format.
39	d.	Possesses awareness of the importance of financial planning and control.
40	e.	Appropriately monitors and manages the fiscal activities of the organization.
	9	STRATEGIC PARTNERSHIPS AND COMMUNITY
41	a.	Cooperates with other community organizations.
42	b.	Cooperates with the City, State, and Federal governments.
43	c.	Cooperates with strategic partners, such as Florida State University, Florida A&M University, Tallahassee Community College, the Chamber of Commerce, and the Economic Development Council.

Question	#	Category
	d.	Increases organization's standing in the broader community
44	e.	Avoids unnecessary controversy.
45	f.	Helps the Board address future needs and develop adequate plans to address long term trends.
	10	GOAL ACHIEVEMENT (degree to which each goal was achieved)
46	a.	Incubation and entrepreneurship development
47	b.	Asset maximization and readiness
48	c.	Attract at least 1 new targeted private companies to expand/relocate to Innovation Park
		Engage Board to edit this section.
49	d.	Develop new partnerships and collaborations and strengthen current partner relations
50	e.	Identify and pursue new revenue opportunities which align with the mission of the park and support strategic initiatives