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## Hastings Highlands Public Library

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**Area:** Human Resources  
**Policy Title:** Evaluation of the CEO  
**Policy Number:** HR-04

**Initial Policy Approval Date:** Sept. 23, 2014  
**Last Review:** December 12, 2019  
**Year of next review:** 2023

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It is the board's responsibility to appoint a qualified and competent individual as the Chief Executive Officer (CEO). The board oversees the performance of the CEO and supports the CEO's development. As part of this process the board conducts a formal annual performance appraisal of the CEO. This process facilitates bilateral communication between the board and the CEO and ensures that the board's priorities are being achieved. This policy sets out the basis for the CEO evaluation.

1. The CEO's performance will be evaluated after the first six months for a new hire and annually thereafter. The board shall:
  - a) prepare a written job description which states the responsibilities of the CEO
  - b) develop with the CEO performance objectives based on the strategic priorities of the board
  - c) appraise the CEO's performance based on the job description, relevant competencies, progress towards achieving the board's priorities, and compliance with board policies
2. Information collected to assess the performance of the CEO may include:
  - a) the annual report from the CEO on outcomes of the previous year's objectives and actions
  - b) data on service performance measures such as circulation, membership, program statistics, collection development, etc.
  - c) input from members of the board, staff and/or outside stakeholders
  - d) an invitation to the CEO to be an active participant in his/her own appraisal
3. Competencies on which the CEO is evaluated may include, but not be limited to:
  - a) general management
  - b) human resources
  - c) leadership qualities
4. In the event that the CEO's performance needs improvement, the Board must clearly state where progress must be made and will:
  - a) offer training and/or mentoring opportunities to address specific issues
  - b) re-evaluate the performance of the CEO in six months.

**Related Documents:**

Hastings Highlands Public Library. Gov 13 - Delegation to the Chief Executive Officer  
Hastings Highlands Public Library CEO Job Description

