

Sample E1—Confidential Potential Nominee Appraisal Form

(Note: The potential nominee's name is included only in the cover letter.)

ID # _____

The member noted in the attached cover letter is seeking a position on the Regional Management Team. Please complete this form to the best of your knowledge. Information provided will remain confidential. If it is more convenient, this form may be duplicated on your computer, or answers may be typed on a separate sheet of paper.

- Please indicate how well and in what context you know the potential nominee.

- What strengths would she bring to the organization as a member of the regional management team?

- It is important that members of the Regional Management Team possess the following attributes/characteristics. Please rate the potential nominee in each area as follows:

0=Unknown, 1=Poor, 2=Below Average, 3=Average, 4=Above Average, 5=Good

| | |
|---------------------------|----------------------------|
| ____ Appearance | ____ Attitude |
| ____ Communication-Verbal | ____ Communication-Written |
| ____ Confidentiality | ____ Cooperation |
| ____ Copes under pressure | ____ Dependability |
| ____ Flexibility | ____ Integrity |
| ____ Intelligence | ____ Leadership |
| ____ Objectivity | ____ Patience |
| ____ Self-confidence | ____ Self motivation |
| ____ Sense of humor | ____ Social Skills |
| ____ Timeliness | ____ Vision |
| ____ Vitality | |

- What is the one most important thing that you would like known about this potential member of the Regional Management Team?

- What is the one concern you have about this potential member of the Regional Management Team?

Signature: _____ Date: _____

Address: _____ Phone: _____

Return to Regional Nominating Committee Chair by August 15.