

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.