

# CANDIDATE EVALUATION FORM



*These materials are confidential. Upon completion of voting, submit all forms to the District Leadership Committee, (DLC) chair to destroy after final committee report has been distributed to the district director.*

Candidate name \_\_\_\_\_

District office position \_\_\_\_\_

Using the following scale, circle the responses that best describe the candidate's abilities:

- 5 = Exceptional**
- 4 = Exceeds Expectations**
- 3 = Meets Expectations**
- 2 = Marginal**
- 1 = Needs Improvement**
- 0 = Cannot Assess**

- ▶ Clearly understands the district mission and purpose 5 4 3 2 1 0
- ▶ Has clear understanding and knowledge of district goals and critical success factors (club growth, membership growth, Distinguished clubs) 5 4 3 2 1 0
- ▶ Clearly understands expectations and responsibilities of district leadership position 5 4 3 2 1 0

## Leadership

- ▶ Has clear vision of success and is able to translate that to other leaders and members 5 4 3 2 1 0
- ▶ Demonstrates global and strategic thinking 5 4 3 2 1 0
- ▶ Effectively leads teams 5 4 3 2 1 0
- ▶ Effectively navigates through change 5 4 3 2 1 0
- ▶ Acts as advocate and ambassador on behalf of members, clubs and other leaders within the district 5 4 3 2 1 0

## Management, Team Building and Communication

- ▶ Delegates effectively 5 4 3 2 1 0
- ▶ Demonstrates project planning skills 5 4 3 2 1 0
- ▶ Effectively resolves conflict 5 4 3 2 1 0
- ▶ Communicates effectively with others 5 4 3 2 1 0
- ▶ Thinks independently 5 4 3 2 1 0
- ▶ Solves problems 5 4 3 2 1 0
- ▶ Is comfortable with technology (e.g., email, Internet, Excel) 5 4 3 2 1 0
- ▶ Inspires and motivates others 5 4 3 2 1 0
- ▶ Gives and receives constructive feedback 5 4 3 2 1 0
- ▶ Works effectively with diverse teams 5 4 3 2 1 0

## Toastmasters Knowledge

- ▶ Toastmasters mission and vision 5 4 3 2 1 0
- ▶ Interrelationship between clubs, areas, divisions, districts, and regions 5 4 3 2 1 0
- ▶ Distinguished Club Program 5 4 3 2 1 0
- ▶ Distinguished Area Program 5 4 3 2 1 0
- ▶ Distinguished Division Program 5 4 3 2 1 0
- ▶ Distinguished District Program 5 4 3 2 1 0

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## Toastmasters Service and Experience

Educational/leadership awards achieved (Check all that apply.)

CC    ACB    ACS    ACG    CL    ALB    ALS    DTM    Other \_\_\_\_\_

Club office positions held (Check all that apply.)

President    Vice President Education    Vice President Membership    Vice President Public Relations  
 Treasurer    Secretary    Sergeant at Arms

District office positions held (Check all that apply.) Please refer to **district leader title updates**.

District Governor/District Director    Lieutenant Governor Education and Training/Program Quality Director  
 Lieutenant Governor Marketing/Club Growth Director    Public Relations Officer/Public Relations Manager  
 Secretary/Administration Manager    Treasurer/Finance Manager    Division Governor/Division Director  
 Area Governor/Area Director

## Membership and Club Building (Check all that apply.)

- Sponsored club(s)
- Mentored club(s)
- Sponsored members (Number sponsored \_\_\_\_\_)
- Served as a club coach
- Served as trainer in district-sponsored club or district leader training
- Served on district committees
- Served as officer of a: (role served: \_\_\_\_\_ year \_\_\_\_\_)
  - Distinguished Club    Select Distinguished Club    President's Distinguished Club
- Served as area governor/director of a: (year \_\_\_\_\_)
  - Distinguished Area    Select Distinguished Area    President's Distinguished Area
- Served as division governor/director of a: (year \_\_\_\_\_)
  - Distinguished Division    Select Distinguished Division    President's Distinguished Division
- Named District Toastmaster of the Year
- Named Area Governor/Director of the Year
- Named Division Governor/Director of the Year
- Received Excellence in Marketing Award
- Received Excellence in Education and Training Award
- Other committees or positions \_\_\_\_\_

What candidate strengths are related to critical **competencies** of the district leadership position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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What candidate weaknesses are related to critical **competencies** of the district leadership position? \_\_\_\_\_

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What immediate personal or organizational challenges would the candidate face in the position? How does the candidate plan to overcome these challenges? \_\_\_\_\_

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Identify any unanswered questions or additional comments. \_\_\_\_\_

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What is the committee's consensus regarding the nomination decision?  Yes  No

If no, briefly describe differing opinions or concerns. \_\_\_\_\_

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