

PERFORMANCE EVALUATION PROCESS FOR THE PRESIDENT & CHIEF EXECUTIVE OFFICER

1. INTRODUCTION

- (1) The evaluation of the President and Chief Executive Officer (the “CEO”) is one of the most important responsibilities of the Board Chair (the “Chair”) and Governance & Human Resources Committee Chair (the “Committee Chair”).
- (2) The evaluation process provides a formal opportunity for the Chair, Committee Chair and CEO to have a constructive discussion regarding the performance of the Authority and the CEO’s leadership of the organization.
- (3) The Board of Directors (the “Board”) works through the Governance & Human Resources Committee (the “Committee”) in developing the evaluation process. Board directors are involved in process implementation through providing their assessments of the CEO’s performance to the Chair through the Committee Chair.

2. EVALUATION CRITERIA

- (1) The CEO’s performance will be assessed on the following:
 - (a) The written statement of the CEO’s personal objectives for the year under review.
 - (b) Achieving a balanced operating budget
 - (c) Interior Health’s performance against Ministry of Health objectives, outcomes and targets.
 - (d) The Board approved *Terms of Reference for the President & Chief Executive Officer*.
 - (e) Interior Health’s leadership competencies

3. THE PROCESS

- (1) The Chair is charged with leading and implementing the CEO evaluation, supported by the Committee Chair.
- (2) The CEO evaluation process will be recorded in the online Employee Performance Management (EPM) system used for all executive and non-contract staff.

**PERFORMANCE EVALUATION PROCESS FOR
THE PRESIDENT & CHIEF EXECUTIVE OFFICER**

- (3) At the beginning of the review period, the Chair and Committee Chair review and approve the CEO's written statement of objectives.
- (4) After approval of the CEO's objectives, the Chair informs the Board of the discussion and provides directors with a copy of the CEO's objectives.
- (5) At the end of the review period, the CEO submits his/her written self-appraisal to the Chair and Committee Chair, which is subsequently provided to Directors.
- (6) At the end of the review period, the Committee Chair canvasses Board directors for their assessment of the CEO's performance against the benchmarks established in Section 2(1) above along with their feedback on the CEO's written self-appraisal, and provides that information to the Chair.
- (7) The self-appraisal and director assessments are subsequently discussed by the Chair and Committee Chair with the CEO.
- (8) The Chair and Committee Chair will discuss the evaluation with the Board and recommend to the Board considerations regarding the CEO's compensation, including release of pay at risk holdbacks.
- (9) At the end of the review process, the Chair and Committee Chair will record the results of the review in the EPM system.