

## GEORGIA DeMOLAY STATE OFFICER'S Mid-Term Review and Evaluation

Officer's Name: \_\_\_\_\_ Review Period: \_\_\_\_\_

Office/Position: \_\_\_\_\_ Review Date: \_\_\_\_\_

Reviewer(s): \_\_\_\_\_

Each category in this evaluation contains key components that should be present in any State Officer. Your performance thus far during the term is being evaluated to provide feedback on how well you are doing in each of these categories. While weaknesses are noted and pointed out to you, this evaluation is intended to be constructive feedback that will allow you to build upon your successes and improve on any deficiencies noted.

**Scoring:**

- 50 - 55 points: You're an excellent state officer!  
Keep this up and you'll be successful at whatever you do.
- 45 - 49 points: You're on the brink of excellence. A little more effort and you can join an elite group!
- 40 - 44 points: Your efforts as a state officer are acceptable. But are you satisfied with just being "acceptable?" With just a little more effort you could move to a whole new level of accomplishment.
- 35 - 39 points: You're tending toward mediocrity. Maybe you should take your responsibilities as a state officer more seriously and work harder.
- 30 - 35 points: Your duties as a state officer don't seem to get very much of your attention. It's time to give some serious thought to turning the office over to someone who is willing to give it more time and effort.

**Each category in this evaluation is rated on a scale of one (1) to five (5), with a rating of one (1) being unsatisfactory and a rating of five (5) being excellent. Reviewer's comments are provided at end of each category evaluation to aid the officer in understanding how to improve.**

Category	Score	Category	Score
Team Relations/Skills .....	_____	Communications .....	_____
Contribution to Team .....	_____	Visitation .....	_____
Dependability .....	_____	Public Speaking .....	_____
Decorum and Conduct .....	_____	Overall Program Awareness .....	_____
Appearance/Dress .....	_____	Initiative/Innovation .....	_____
Ritual/Ceremonial Proficiency .....	_____	<b>Total Score</b> _____	

***Team Relations/Skills:***

How well does the Officer function as a member of the overall jurisdictional officers' team. How does he interact with others on the leadership team including the State Master Councilor, his fellow State Officers, the State Chapter Dad, other adult leaders with whom he deals and comes into contact and the Executive Officer and his Staff?

TEAM RELATIONS:      Excellent 5      4      3      2      1 Unsatisfactory

**Comments:**

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***Contribution to Team:***

How involved is the Officer at meetings of the State Officers' corps? Does he arrive on time, ready to make constructive contributions to the discussions? Is it apparent that he puts thought into how to make the programs of DeMolay in Georgia successful and how to help local Chapters be more successful? Does he work to make himself "a real contributor"—a positive and productive part of the Georgia DeMolay team, or is he satisfied to sit by and allow the programs, projects and activities to be planned and executed by others? Does he consistently attend state functions?

CONTRIBUTION TO TEAM:      Excellent 5      4      3      2      1 Unsatisfactory

**Comments:**

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***Dependability***

Is the officer dependable? Can he be counted on to do what he says he will do, when he says he will do it? Does he consistently perform his duties and responsibilities? Is his dependability of the level that should be present in someone in a leadership position?

DEPENDABILITY:      Excellent 5      4      3      2      1 Unsatisfactory

**Comments:**

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***Decorum and Conduct:***

How well does the Officer reflect the virtues of DeMolay in his interactions with others with whom he comes into contact both within DeMolay and outside the organization? Is he arrogant and aloof? Does his conduct reflect well on his fellow State Officers and on the organization in general?

DECORUM AND CONDUCT:    Excellent 5        4        3        2        1 Unsatisfactory

**Comments:**

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***Appearance/Dress***

What kind of physical image does the Officer present as an “image of DeMolay?” How neat and well-groomed is he? How professional is his appearance? Does he project the image of one who is mature and responsible? How well does he adhere to the dress standards for State Officers?

APPEARANCE/DRESS:    Excellent 5        4        3        2        1 Unsatisfactory

**Comments:**

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***Ritual/Ceremonial Proficiency:***

How proficient is the Officer in performing the ceremonial parts assigned to him? Has he memorized his part(s)? Does he have a clear understanding of the meaning of the part(s) he performs? Is he familiar enough with the complete ceremony(ies) to know how his part fits in among the others? Does he take time to learn the floor movements completely?

RITUAL/CEREMONIAL PROFICIENCY:    Excellent 5        4        3        2        1 Unsatisfactory

**Comments:**

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***Communications:***

Does the Officer maintain regular contact with the State Master Councilor, his fellow State Officers, the State Chapter Dad and the Executive Officer? Does he meet his commitment to provide written reports to the state office on a regular basis? Is he a responsible-enough individual to fulfill his communications commitments without having to be constantly reminded and prodded? Does he communicate regularly with Chapter officers and Advisors in his area and/or across the state?

COMMUNICATIONS: Excellent 5      4      3      2      1 Unsatisfactory

**Comments:**

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***Visitation:***

How frequently does the Officer visit the meetings and activities of Georgia chapters other than his home chapter? Does he visit frequently-enough to make a meaningful contribution to the effort to inspire the members and advisors of the chapters in Georgia to strive for higher goals and greater accomplishment? In his visitation efforts does he meet the minimum visitation expectation and “just get by”, or, does he go beyond the minimum?

VISITATION: Excellent 5      4      3      2      1 Unsatisfactory

**Comments:**

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***Public Speaking:***

How well does the State Officer present himself and DeMolay to audiences he is appears before to make remarks—both inside and outside of the DeMolay organization? Is it apparent that he has made an effort to improve his speaking abilities and style? When speaking, does he present a clear, concise and cohesive message so his audience leaves with a clear understanding of what his message was?

PUBLIC SPEAKING: Excellent 5      4      3      2      1 Unsatisfactory

**Comments:**

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**Overall Program Awareness:**

How well does the Officer know the jurisdictional program for the year? Is he familiar enough with the jurisdictional programs currently underway to be able to discuss them with the members of a local Chapter and educate them on the programs? Has he taken time to analyze the programs and how they can help the Chapters, so he can explain to a Chapter the benefit of its participation in the programs?

OVERALL PROGRAM AWARENESS:   Excellent 5       4       3       2       1 Unsatisfactory

**Comments:**

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**Initiative/Innovation:**

Is the officer self-motivated? Is he constantly looking for ways to be of service to the DeMolay chapters in Georgia? Does he work to help local officers find constructive, workable solutions to problems that confront them? Is he willing to “roll up his sleeves” and help plan and execute local chapter activities so as to ensure the success of the effort? Is he actively looking for opportunities to use his experience in DeMolay, his talents and his influence as a State Officer to help local Chapters grow and prosper?

INITIATIVE:   Excellent 5       4       3       2       1 Unsatisfactory

**Comments:**

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**General Comments:**

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