

APPRAISAL OF SUCCESS FACTORS

The Appraisal of Success Factors is a listing of the twenty skills, attributes, and characteristics which are deemed to be the most significant in fundraising. They are weighted to reflect their importance. Take for instance your evaluation of factor #2—*Good Listener*. Let's say that you give yourself a "9" for this factor. The Weighted Value is four. Multiply your evaluation times four: $9 \times 4 = 36$. Give yourself a "9" in Column A and a "36" in Column C.

There are four columns:

1. The Self-Appraisal. Your evaluation of what you believe are your qualities for each factor.
2. The Weighted Value. Multiply this number times your evaluation in Column A.
3. Your Weighted Evaluation. Multiply A times Column B.
4. Maximum Number of Points Possible. The highest evaluation— a *ten*, times the weighted value.

In Column A, score "1" to "10" for each of your evaluations—"1" being the lowest, "10" the highest. An evaluation of "4" or below would indicate an unacceptable appraisal or one which requires a great deal of improvement; "5" or "6", an appraisal at an acceptable level, but not of special merit; "7" or "8", a superior standard; "9", exceptional level; "10", the highest possible score, a peak performance.

Four extra spaces (#21 through #24) are allotted for any criteria you, your supervisor, board, or committee wish to add which are felt to be peculiarly significant to you and your institution.

APPRAISAL OF SUCCESS FACTORS TABLE

THE FACTORS	WEIGHTED VALUE	A	B	C	D
1. Impeccable Integrity	5 times Evaluation		X5		50
2. Good Listener	4 times Evaluation		X4		40
3. Ability to Motivate	3 times Evaluation		X3		30
4. Hard Worker	3 times Evaluation		X3		30
5. Concern for People	3 times Evaluation		X3		30
6. High Expectations	3 times Evaluation		X3		30
7. Love the Work	3 times Evaluation		X3		30
8. High Energy	3 times Evaluation		X3		30
9. Perseverance	3 times Evaluation		X3		30
10. Presence	3 times Evaluation		X3		30
11. Self-Confidence	3 times Evaluation		X3		30
12. Common Sense	2 times Evaluation		X2		20
13. Strong Communication Skill	2 times Evaluation		X2		20
14. Quality of Leadership	2 times Evaluation		X2		20
15. Creative	2 times Evaluation		X2		20
16. Ability to Inspire Action	2 times Evaluation		X2		20
17. Self-Starter	1 times Evaluation		X1		10
18. Well Organized	1 times Evaluation		X1		10
19. Strong Strategist	1 times Evaluation		X1		10
20. Goal Oriented	1 times Evaluation		X1		10
21.					
22.					
23.					
24.					
	TOTAL				500

INDEX (for the first 20 factors only)

450- 500	A peak performer— one of the greats!
400-499	Exceptional
350-399	Superior
300-349	Good
299 and below	Needs work!

SPECIAL NOTE

1. For a proper assessment, in addition to your own self-appraisal, you should have your supervisor and key volunteer leaders complete the ASF also.
2. It may surprise you that *experience* or *productivity* is not listed as a significant factor. The basis of this is that, in actuality, they are not major criteria in determining your success. Experience is not important. And if you score well on the ASF, your productivity will automatically be high.
3. For your particular situation, if you chose to add *productivity*, you may use #21.
4. If you do add any factors beyond the 20 listed, you will have to allow for this and adjust the INDEX