**Sweet Adelines International**

**Confidential Potential Nominee Appraisal Form**

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

\_\_\_\_Communication-Verbal

\_\_\_\_Confidentiality

\_\_\_\_Copes under pressure

\_\_\_\_Flexibility

\_\_\_\_Intelligence

\_\_\_\_Objectivity

\_\_\_\_Self-confidence

\_\_\_\_Sense of humor

\_\_\_\_Timeliness

\_\_\_\_Vitality

\_\_\_\_Attitude

\_\_\_\_Communication-Written

\_\_\_\_Cooperation

\_\_\_\_Dependability

\_\_\_\_Integrity

\_\_\_\_Leadership

\_\_\_\_Patience

\_\_\_\_Self-motivation

\_\_\_\_Social Skills

\_\_\_\_Vision

* 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:

Email:

Phone:

Return to Regional Nominating Committee Chair by August 15.