

Virginia Passenger Rail Authority Executive Director Performance Management Form

For Performance between April 2022 – September 2023

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Rating Scale

Rating	Definition
Exceptional Performance	Consistently delivers outstanding results and exceeds expectations and accountabilities. Exceeds aggressive targets and objectives. Results add significant value to team, business, and partners. Excels in demonstrating competencies and values required for the role.
Successful Performance	Consistently delivers all agreed upon results. Meets and sometimes exceeds expectations and accountabilities. Adds value to team, business, and partners. Broad strengths across many competencies required for the role. Consistently demonstrates organizational values.
Developing Performance	Sometimes meets agreed upon results but does not meet all expectations and accountabilities. Demonstrates several competencies required for the role but not the full range. Improvement is required in the role.
Unsuccessful Performance	Performance falls below agreed upon results and expectations on multiple critical accountabilities. Does not consistently demonstrate many of the competencies required for the role. Significant improvement is required.
Too New to Rate	Typically less than 3 months with the organization.

Section 1: Performance Summary

Employee Name	DJ Stadler
Performance Review Period (from/to)	April 2022 – September 2023
Performance Reviewer	Board Chair Jennifer DeBruhl <i>With input from Board members, ELT, other staff, and external partners</i>
Overall Rating (Year-End)	<input type="checkbox"/> Exceptional Performance <input type="checkbox"/> Successful Performance <input type="checkbox"/> Developing Performance <input type="checkbox"/> Unsuccessful Performance <input type="checkbox"/> Too New to Rate
Performance Improvement Plan	<input type="checkbox"/> Yes, successfully completed <input type="checkbox"/> Yes, currently in place <input type="checkbox"/> No

Comments from Employee	
Mid-Year:	Year-End:

Comments from Manager	
Mid-Year:	Year-End:

Section 2: Goals

Goal	Mid-Year Self-Rating	Mid-Year Rating	Year-End Self-Rating	Year-End Rating
<p>Increase Ridership</p> <p>Increase ridership by 10% (state FY23 ridership compared to state FY19 ridership) while achieving a cost recovery goal of 60%, which is 11% higher than the Board-adopted budget</p>	Choose an item.	Choose an item.	Choose an item.	Choose an item.
<p>Advance Long Bridge</p> <p>Advance key milestones for Long Bridge</p> <ul style="list-style-type: none"> Execute contract for Long Bridge project support by February 28, 2023 Achieve 30% design by May 1, 2023 Release both Northern and Southern RFQs for Long Bridge no later than June 30, 2023 	Choose an item.	Choose an item.	Choose an item.	Choose an item.
<p>Design Franconia</p> <p>Achieve 30% design of Franconia Bypass by June 30, 2023</p>	Choose an item.	Choose an item.	Choose an item.	Choose an item.
<p>Ensure Staffing and Resources</p> <p>Ensure the organization can deliver against its goals with the right staffing and resources</p> <ul style="list-style-type: none"> Secure dedicated office space in Northern Virginia by May 31, 2023 Implement the first phase of our Enterprise Resource Planning (ERP) initiative by July 31, 2023 Establish bench contracts for Finance, Engineering, and Planning no later than March 31, 2023 	Choose an item.	Choose an item.	Choose an item.	Choose an item.

Comments from Employee

Mid-Year:

Year-End:

Comments from Manager

Mid-Year:

Year-End:

Section 3: VPRA Competencies and Values

Competency or Values	Mid-Year Self-Rating	Mid-Year Rating	Year-End Self-Rating	Year-End Rating
<p>Interaction with Others Influences others to be excited and committed to furthering the organization's objectives. Promotes cooperation and commitment within a team to achieve goals and deliverables. Builds constructive working relationships characterized by a high level of acceptance, cooperation, mutual respect, and appreciation of diversity.</p>	Choose an item.	Choose an item.	Choose an item.	Choose an item.
<p>Communication Creates an atmosphere in which timely and high-quality information flows smoothly up and down, inside, and outside of the organization; encourages open expression of ideas and opinions.</p>	Choose an item.	Choose an item.	Choose an item.	Choose an item.
<p>Job Knowledge and Quality of Work Applies and improves extensive or in-depth specialized knowledge, skills, and judgment to accomplish a result or one's job effectively. Produces results or provides service that meets or exceeds standards.</p>	Choose an item.	Choose an item.	Choose an item.	Choose an item.
<p>Initiative Does more than is required or expected in the job; does things that no one has requested that will improve or enhance products and services, avoid problems, or develop entrepreneurial opportunities. Plans ahead for upcoming problems or opportunities and takes appropriate action.</p>	Choose an item.	Choose an item.	Choose an item.	Choose an item.
<p>Personal Effectiveness Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight. Adapts to changing business needs, conditions, and work responsibilities. Builds and maintains customer satisfaction with the products and services offered by the organization. Earns others' trust and respect through consistent honesty and professionalism in all interactions.</p>	Choose an item.	Choose an item.	Choose an item.	Choose an item.

<p>Values Foster leadership and public service. Ensure safety and reliability. Demonstrate financial stewardship. Promote innovation and excellence. Advance environmental sustainability. Champion equity and inclusion.</p>	Choose an item.	Choose an item.	Choose an item.	Choose an item.
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Comments from Employee	
Mid-Year:	Year-End:

Comments from Manager	
Mid-Year:	Year-End:

Section 4: Executive Accountabilities

Competency or Values	Mid-Year Self-Rating	Mid-Year Rating	Year-End Self-Rating	Year-End Rating
<p>Strategic Development Collaborates with the board to set the strategic direction for the organization. Develops, communicates, and leads the implementation of the strategic plan in a manner consistent with the organization's mission, vision, and values. Considers evolving internal and external trends and factors and adjusts plans as necessary.</p>	Choose an item.	Choose an item.	Choose an item.	Choose an item.
<p>Board Relations Keeps the Board well-informed of important developments and issues. Ensures a positive working relationship with the Board founded on honesty, trust, and collaboration. Recommends appropriate actions and policies for Board consideration, providing clear and timely information to inform deliberation and decision-making when appropriate. Directs the functions of the organization in accordance with the mission, vision, and direction established by the Board.</p>	Choose an item.	Choose an item.	Choose an item.	Choose an item.
<p>Employee / Stakeholder Relations Develops and maintains effective relationships with stakeholders employed by and associated with the organization. Encourages open communication and dialogue with stakeholders. Encourages collaboration across the organization to foster a commitment to a shared vision. Seeks community partnerships to maximize resources and impact the greatest community needs.</p>	Choose an item.	Choose an item.	Choose an item.	Choose an item.
<p>Leadership Team Relations and Department Recruits and develops a cohesive leadership team to implement organizational goals and strategies. Holds leaders accountable for achieving performance goals. Maintains an open, honest, trusting, and collaborative relationship with senior leaders. Develops future leaders within the organization.</p>	Choose an item.	Choose an item.	Choose an item.	Choose an item.
<p>Risk-Taking and Problem-Solving</p>	Choose an	Choose an	Choose an	Choose an

Keeps a constant pulse on shifts and trends in the rail industry, political, social, and technological environment. Encourages staff to challenge the status quo. Takes calculated risks. Leads the organization to be agile and adaptable. Thinks quickly and assimilates ideas well in providing direction and leadership. Handles ambiguous situations well, always bringing focus to the organization's pursuit of its mission and vision. Allows for failure as long as the risk does not cause personal harm or irreversible loss to the organization.	item.	item.	item.	item.
Continuous Leadership Improvement Committed to continually improving personal leadership performance. Demonstrates self-discipline. Assumes responsibility for adverse outcomes. Demonstrates humility. Perseveres through challenges.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Communication Values transparency. Seeks new and better ways to communicate with employees, and key stakeholders. Maintains open lines of communication at all levels. Maintains a strong rapport and professional working relationships at all levels.				
Ethics Maintains a high level of commitment to the mission and vision. Combines strong ethical judgment with technical and management skills. Exhibits values of fairness, honesty, and compassion.	Choose an item.	Choose an item.	Choose an item.	Choose an item.

Comments from Employee	
Mid-Year:	Year-End:

Comments from Manager	
Mid-Year:	Year-End:

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Section 5: Signatures

Employee Signature(s)	
Mid-Year:	Year-End:

Manager Signature(s)	
Mid-Year:	Year-End:

The Employee Signature acknowledges receipt, not necessarily agreement, of the performance document.

Employees that disagree with the overall rating can utilize the grievance process as defined in the Employee Manual.