**Assessment of Executive Officer Competencies – Tool #11**A framework for assessing EO candidates against suggested EO competencies.

**--------- State Board of Nursing**

Evaluation of EO Competencies is critical when reviewing applications and in the selection of the EO to lead your BON/Agency. Please rank the applications as Weak, Adequate, or Strong.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General Leadership and Management**  | **Weak** | **Adequate** | **Strong** | **Interview Questions** |
| **Mission Driven** |  |
| General Leadership and management  |  |  |  | #1 |
| Creating a shared understanding of organization values, goals, and mission |  |  |  | #2 |
| Create a culture of inquiry among BON/Agency and staff |  |  |  | #3 |
| Culture of transparency |  |  |  | #4 |
| Synthesize and integrate diverse viewpoints |  |  |  | #5 |
| Develop and implement operational policies and procedures, e.g. licensure, practice, education and discipline |  |  |  | #6 |
| Hold a clear vision of the organization  |  |  |  | #7  |
| Leads the organization toward the vision |  |  |  | #8 |
| **Navigating Change** |  |
| Anticipates, plans and implements effective change |  |  |  | #9#10#11 |
| **Understanding the Internal and External Environment** |  |
| Adapting your leadership style to organization needs |  |  |  | #12 |
| Dissect complex problems |  |  |  | #13#14 |
| **Fiscal Management** |  |
| Provides accountability for financial management, e.g., develop a budget, review and analyze financial reports and have an overall understanding of accounting principles |  |  |  | #15#16#17#18#19 |
| **Information Management and Technology** |  |
| Leverage technology and date for process improvement and maximization of efficiency |  |  |  | #20 |
| Understand access to public records and privacy restrictions |  |  |  | #21 |
| **Uses Evidence-based Leadership** |  |
| Identify and monitor quality improvement metrics |  |  |  | #22 |
| **Regulatory Knowledge** |  |
| Demonstrates knowledge and compliance with nurse practice act and other applicable state and federal laws |  |  |  | #23 |
| Participates in legislative process |  |  |  | #24 |
| Performs critical assessment of legislative changes/proposals |  |  |  | #25 |
| **Professionalism** |  |
| Values guide decision making |  |  |  | #26 |
| Practices self-care and work-life balance |  |  |  | #27 |
| Accountable for behavior and actions |  |  |  | #28 |
| Demonstrate high standards of ethical conduct |  |  |  | #29#30#31 |
| **Effective Communication** |  |
| Ability to convey message orally and in writing to individuals and groups |  |  |  | #32 |
| Communicates effectively with constituencies e.g. legislature, agencies, organizations, educators, media, and nurses |  |  |  | #33#34#35 |
| **Strategic Thinking Competencies** |  |
| **Models and Cultivates Continuous Strategic Thinking** |  |
| Ability to frame the big picture |  |  |  | #36 |
| Support the BON/agency and staff to develop a process to create, implement, monitor and adjust strategic plan  |  |  |  | #37 |
| Maintains accountability for implementation of BON/agency’s strategic plan/goals |  |  |  | #38 |
| **Board Competencies** |  |
| **Promoting and Reinforcing Board Accomplishments and Expectations** |  |
| Orient board members to a regulatory mission |  |  |  | #39 |
| **Promote Board Development** |  |
| Partners with President to capitalize on board member’s strengths |  |  |  | #40 |
| Provide BON/agency with tools and information to govern effectively |  |  |  | #41 |
| Provide continued opportunities for growth |  |  |  | #42 |
| **Encourage BON/Agency Engagement** |  |
| Actively manages group dynamics |  |  |  | #43 |
| Effective use of time management to maximize performance |  |  |  | #44 |
| Assures administrative support for board members and meetings |  |  |  | #45 |
| **People Competencies** |  |
| **Relationship Management** |  |
| Demonstrating adaptive communication styles  |  |  |  | #46 |
| Fosters stakeholder relations |  |  |  | #47 |
| Manages legislative relations |  |  |  | #48 |
| Encourages shared decision making |  |  |  | #49 |
| **Human Resource Management and Staff Development** |  |
| Establish and monitor expectations |  |  |  | #50 |
| Develop a team environment and foster empowerment |  |  |  | #51 |
| Coach and mentor staff |  |  |  | #52 |
| Manage conflict |  |  |  | #53#54 #55 |
| **Cultural Competence** |  |
| Recognize and value diversity |  |  |  | #56#57 |