



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
CHIEF AUDITOR'S FINAL EVALUATION



DATA ENTRY PAGE

SCHOOL BOARD MEMBER:				
EMPLOYEE NAME:		PERSONNEL #:		LOCATION:
PERFORMANCE FACTOR	DESCRIPTOR	DESCRIPTOR RATING	PERFORMANCE FACTOR RATING	COMMENTS*
RESPONSIVENESS TO THE BOARD	Provides timely audit advice to the Board on potential audit issues which may impact the District. ^{OE}		EFFECTIVE	
	Seeks out the feedback of the Board, when appropriate, in the development of audit strategy. ^{OE}			
	Advises the Board on audit matters, including but not limited to: keeping the Board informed of pertinent changes in audit standards, provides useful audit advice during Board meetings, and provides alternative courses of action when addressing matters with the Board, as needed. ^{OE}			
	Is accessible and communicates with Board members. ^{OE}			
COMPETENCY	Works effectively with representatives of law enforcement and the US Department of Education, the Florida Department of Education and the Florida Auditor General. ^{OE}		EFFECTIVE	
	Furnishes accurate reports, conducts analysis, makes recommendations, and provides counsel concerning the activities reviewed. ^{OE}			
	Streamlines the audit process to increase productivity within the Office of Chief Auditor. ^{AP}			
	Identifies and quantifies systemic problems and determines if adequate internal control procedures are in existence that can prevent significant deficiencies from going undetected. ^{AP}			
MANAGEMENT OF AUDIT FUNCTION	Utilizes outside auditors and consultants, as appropriate and oversees them to ensure effective and efficient services are provided. ^{AP}		EFFECTIVE	
	Makes recommendations to the Board on the Office of Chief Auditor's structure, headcount, size, and staffing resources to meet established objectives. ^{HYB}			
	Keeps internal auditors informed on issues, needs, and operation of school system in a timely manner. ^S			
	Makes recommendations to the Office of Chief Auditor's audit software, hardware, and research applications. ^{OE}			
AUDIT STRATEGY	Completes the portions of the approved Audit Plan related to the current fiscal year, net of any allowable and approved adjustments, and pro-rated for the evaluation period to maintain quality control and assurances.		EFFECTIVE	
	Allocates available resources to focus on high-risk areas that are critical to meeting the goals, mission, and Strategic Plan of the District.			
	Monitors the status of follow-up issues to obtain a current status on the action taken on each audit recommendation of the audit report. ^{SBP}			
	Reviews contracts and provides recommendations to improve internal control procedures, administration, and procurement processes for products and services. ^{HYB}			
COMMUNICATION	Fosters open dialogue with stakeholders, enhancing positive and professional relationships with all while demonstrating tact and diplomacy. ^S		EFFECTIVE	
	Provides reports to the stakeholders on audit matters related to adequacy of internal controls, accounting procedures, financial reporting, and compliance with law and regulations. ^{AP}			
	Considers comments from stakeholders for consideration and potential action. ^{OE}			
	Documents, analyzes, and coordinates written responses to internal and external stakeholders regarding all audit matters. ^{HYB}			
EMPLOYEE MANAGEMENT	Provides formal training for the Chief Auditor's staff to ensure their proficiency and the professional care they exercise. ^{HYB}		EFFECTIVE	
	Sets operating standards for the auditors to measure the effective and efficient use of resources. ^{AP}			
	Establishes goals/objectives, develops and implements procedures so the team can accomplish desired operating results. ^{AP}			
	Provides ongoing feedback to staff to ensure their roles and responsibilities are being fulfilled in an effective manner.			
PROFESSIONAL RESPONSIBILITIES	Creates and maintains professional working relationships with Board, district staff, and stakeholders.		EFFECTIVE	
	Selects the "right" path when faced with ethical choice points and adheres to policies, procedures, and federal and state laws.			
	Follows Governmental Auditing Standards ("Yellow Book") issued by the Comptroller General of the United States, State Statutes, and School Board policies. ^{AP}			
	Completes the training requirements to maintain their Certified Public Accountant license. ^{OE}			

* Comments are required for any Performance Factor with a rating of Needs Improvement or Unsatisfactory.

KEY: OE = Original Evaluation Plan, AP = Audit Plan, S = Superintendent's Evaluation, SBP = School Board Policy, HYB = Hybrid



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ANNUAL OBJECTIVES FOR JORIS JABOUIN, P# 00000000

SMART OBJECTIVE #1
Objective:
End of Year Results:

SMART OBJECTIVE #2
Objective:
End of Year Results:

SMART OBJECTIVE #3
Objective:
End of Year Results:

SCORING OF OBJECTIVES

OBJECTIVES	RATING
OBJECTIVE #1	MET
OBJECTIVE #2	MET
OBJECTIVE #3	MET



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SCORING SECTION

PERFORMANCE FACTORS (75%)

PERFORMANCE FACTOR RATING	EFFECTIVE	PERFORMANCE FACTOR SCORE	3.000
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ANNUAL OBJECTIVES (25%)

OBJECTIVES RATING	EFFECTIVE	OBJECTIVES SCORE	3.000
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OVERALL RATING

OVERALL RATING	EFFECTIVE	OVERALL SCORE	3.000
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The overall score is derived by weighing the Performance Factor Score at 75% and the Objectives Score at 25%.

OVERALL COMMENTS	
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Board Member's Signature, Date

Chief Auditor's Signature, Date

RELATED INFORMATION

RATING	DESCRIPTION
EXCEEDED	Chief Auditor's actions or impact of actions <u>exceeded</u> the targeted goal and outcomes as demonstrated by evidence observed, collected or provided. The effort to work on the goal and outcomes exceeded expectations.
MET	Chief Auditor's actions or impact of actions <u>met</u> the targeted goal and outcomes as demonstrated by evidence observed, collected or provided. Significant effort was made to work on the goal and outcomes.
PARTIALLY MET	Chief Auditor's actions or impact of actions <u>partially met</u> the targeted goal and outcomes as demonstrated by evidence observed, collected or provided. Minimal effort was made to work on the goal and outcomes.
FAILED TO MEET	Chief Auditor's actions or impact of actions failed to meet the targeted goal and outcomes as demonstrated by evidence observed, collected or provided. No significant effort was made to work on the goal and/or outcomes.

PERFORMANCE FACTORS SCORING SYSTEM
All four rated lower than MET – <u>UNSATISFACTORY</u>
Two to three rated lower than MET – <u>NEEDS IMPROVEMENT</u>
At least two EXCEEDED without a rating lower than MET – <u>HIGHLY EFFECTIVE</u>
All remaining scenarios – <u>EFFECTIVE</u>

RATING	SCALE
Highly Effective	3.450 – 4.000
Effective	2.500 – 3.449
Needs Improvement	2.000 – 2.499
Unsatisfactory	1.000 - 1.999