

# DIEA-E

EXHIBIT

## EVALUATION OF INTERNAL AUDITOR

### INTERNAL AUDITOR EVALUATION INSTRUMENT

Internal Auditor \_\_\_\_\_ Date of Review \_\_\_\_\_

When evaluating the Internal Auditor, please use the following numeric rating scale:

4 = Performance exceeds standards and expectations

3 = Performance meets standards and expectations

2 = Performance does not fully meet standards and expectations

1 = Performance fails to meet standards and expectations

N/A = No basis for evaluation of performance

#### **SECTION 1: Progress Toward Goals**

GOAL 1:

GOAL 2:

GOAL 3:

#### **SECTION 2: Audit Services**

\_\_\_\_\_ The internal auditor developed a comprehensive annual audit plan with the Governing Board.

\_\_\_\_\_ The audit plan was successfully implemented.

\_\_\_\_\_ The Governing board was kept apprised of progress on the audit plan.

\_\_\_\_\_ The Internal auditor worked cooperatively and collaboratively with all sites, departments and employees when implementing the audit plan.

#### **SECTION 3: District Policies and Procedures**

\_\_\_\_\_ The Internal auditor verified effective, consistent implementation of the District's policies and procedures.

#### **SECTION 4: District Operations**

\_\_\_\_\_ The Internal auditor worked collaboratively with all departments, and encouraged all employees to identify potential cost savings and operational efficiencies for the District.

#### **SECTION 5: Investigations**

\_\_\_\_\_ The Internal auditor was discreet when investigating allegation of misconduct or wrongdoing by employees of the District.

\_\_\_\_\_ The internal auditor prepared thorough and accurate documentation supporting the results of the investigation.