



## Business Coordinator Performance Review

Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_

Using the scoring scale & descriptors below, this form will be completed individually by both employee and supervisor, after which a performance conference between them will occur and a summary evaluation will be written by supervisor, signed by both employee and supervisor, and placed in the employee's personnel file.

N/A -- Unrated -- Used for employees who have been in their position less than three months and have not established themselves in a clear performance category at appraisal time or is not applicable to position

1 -- Impressive -- Exceeds position description responsibility

2 -- Effective -- Meets position description responsibility

3 -- Limited -- Performance does not meet expected levels. May need to improve performance in certain areas of assignment. Provide explanation of rating and examples for improvement

4 -- Inadequate -- Performance consistently does not meet expected levels. Specific performance improvement plans must be established and successfully completed immediately. Provide explanation of rating and examples for improvement

\_\_\_\_\_ Coordinate support staff at multiple locations

Comments: \_\_\_\_\_

\_\_\_\_\_ Assist Property Board with management of buildings and facilities

Comments: \_\_\_\_\_

\_\_\_\_\_ Develop and implement ongoing plan for updating equipment, furnishings, and software

Comments: \_\_\_\_\_

\_\_\_\_\_ Oversee coordination of services in all aspects of technology

Comments: \_\_\_\_\_

\_\_\_\_\_ Oversee coordination of all insurance plans and annually recommend appropriate changes

Comments: \_\_\_\_\_

\_\_\_\_\_ Update and manage operations manual in conjunction with Executive Board

Comments: \_\_\_\_\_

\_\_\_\_\_ Oversee all purchases

Comments: \_\_\_\_\_

\_\_\_\_\_ Serve as a resource regarding legal and business matters

Comments: \_\_\_\_\_

\_\_\_\_\_ Assure all personnel files are complete and updated

Comments: \_\_\_\_\_