

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

ADMINISTRATIVE MANAGER

Employee _____ Date _____

Type of Rating: Annual _____ Introductory _____

Performance Definitions

- **Meets Expectations** – Performance consistently exceeds professional standards and objective of the position. Performance of a job function is completed in an exceptional fashion. This rating is reserved for those individuals whose distinguished performance is obvious to all.
- **Needs Improvement** – Performance generally meets standards of the job functions but sometimes falls below acceptable standards. The employee has demonstrated ability to correct deficiencies. The need for further development is recognized. Comments are required for this rating. Identify goals and improvements.
- **Unsatisfactory** - Performance is clearly and consistently inadequate or below professional standards. Comments are required for this rating. Identify goals and improvements. (Should be on a PIP or disciplinary action must be in place).

General Work Habits

Arrives on time.	ME	NI	U
Reliable in attendance.	ME	NI	U
Alert in health and safety matters.	ME	NI	U
Flexible with assignments and schedule.	ME	NI	U
Comes to work with a positive attitude	ME	NI	U
Gives direct supervisor ample notice for absences.	ME	NI	U
Remains calm in a tense situation.	ME	NI	U

Comments:

Key Performance Factors from Job Description

Administrative Manager Position Responsibilities:

Provide clerical assistance and support to the agency overall with special clerical assignments as assigned	ME	NI	U
Ensure all phone calls and requests are streamlined to the proper person or department, providing triaging with customer service as the ultimate goal	ME	NI	U
Make and coordinate appointments, maintain records, calendars and timelines, organization of tasks and ensure follow-up, as needed	ME	NI	U
Greet and direct or instruct clients and other visitors, maintaining professional and helpful relations with both internal and external contacts	ME	NI	U
Schedule meetings, reserve rooms, make telephone contacts and provide other services as needed	ME	NI	U
Conduct as assigned, agency business through telephone, email, and in-person contact with staff, parents, agency partners, vendors and the general public	ME	NI	U
Oversee specific accounts, service and monitoring, including but not limited to office equipment, agency cell phones, shredding and postage, agency storage units	ME	NI	U
Develop written memos, including email, correspondence and reports, as assigned for general information and documentation	ME	NI	U
Oversee and follow policies with general purchasing, price comparing and delivery of	ME	NI	U

agency office and class supplies/equipment, consumables and other			
Oversee administrative staff; hire, coach, supervise and evaluate the performance of the staff, ensure a consistent exchange of information, facilitate the resolution of conflicts and actively promote a cooperative team environment	ME	NI	U
Provide support of administrative staff in the completion of projects and administrative tasks and assist during times of need	ME	NI	U
Ensure adequate coverage of agency reception desk, including bus call-in system	ME	NI	U
Oversee and implement Professional Development scheduling, conferences and travel plans	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goals:

1.

2.

3.

Employee _____ **Supervisor** _____

Date _____

If end of Introductory/New Hire Period indicate recommendation below:

☐ **Passed Introductory/New Hire Period**

☐ **Extend Introductory/New Hire Period by ____ days**

☐ **Discontinue employment with Reach Dane**