

REACH DANE REACH GREEN HEAD START

NON-SUPERVISORY EVALUATION FORM

EXEC ASST/PROJECT COORD

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:

Provide administrative and project management support to the Executive Director and the Leadership Team	ME	NI	U
Provide assistance with grant preparation, administrative tasks, record maintenance, project development / completion, follow-up contacts and tasks	ME	NI	U
Communicate effectively with the Leadership team on an ongoing basis to discuss and triage and/or resolve urgent issues	ME	NI	U
Prepare materials and communication for Board of Directors and related committees and activities	ME	NI	U
Attend Board of Director and committee meetings, record meeting minutes, serve as liaison with the Board of Directors on behalf of the Executive Director	ME	NI	U
Support Executive Director and direct report team by providing ad hoc project management support for key strategic and operational initiatives	ME	NI	U
Assist in grant development research	ME	NI	U
Assist in developing and producing final drafts of a variety of agency documents, including correspondence, annual reports, manuals, rosters, policies, procedures and grant applications	ME	NI	U
Organize and maintain agency/Executive Director files and materials	ME	NI	U

Schedule and coordinate appointments; maintain records, governance calendars and timelines	ME	NI	U
Organize tasks and projects and ensure follow-up, as needed	ME	NI	U
Serve as liaison between the Leadership team and staff, community partners and agency contacts	ME	NI	U
Maintain professional and helpful relations with both internal and external contacts	ME	NI	U
Conduct, as assigned, agency business through telephone, email, and in-person contact with staff, parents, agency partners, Board and Advisory Committee members, vendors and the general public	ME	NI	U
Assist in planning and organization of meetings, special events, conferences, retreats, trainings	ME	NI	U
Schedule meetings, reserve rooms, attend meetings, record minutes, and provide other services as needed	ME	NI	U
Develop written memos, including email, correspondence and reports, as assigned for general information and documentation	ME	NI	U
Develop, update and keep current computer and paper filing systems to ensure quick and easy access	ME	NI	U
Develop and maintain databases	ME	NI	U
Provide support to administrative staff in the completion of projects	ME	NI	U
Other duties as assigned	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goal:

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**