

REACH DANE REACH GREEN HEAD START

NON-SUPERVISORY EVALUATION FORM

PURCHASING/RECEIVING SPECIALIST

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:

Create, place and track vendor purchase orders	ME	NI	U
Process incoming/outgoing purchase orders	ME	NI	U
Maintain vendor profile database	ME	NI	U
Monitor min/max levels for inventory items	ME	NI	U
Match receiving reports to supplier invoices, identify and address any discrepancies, approve for payment	ME	NI	U
Identify opportunities for improved supplier pricing, quality, and/or delivery terms	ME	NI	U

Comments:

Department Support/Confidentiality

Collaborates with other personnel for the purposes of implementing purchasing/accounting processes, procedures and strong internal controls	ME	NI	U
Primary functions of Purchasing, and Receiving	ME	NI	U
Communicates policies and procedures with other department staff/users	ME	NI	U

Prepare related correspondence, reports and statements	ME	NI	U
Work on other special projects as assigned	ME	NI	U
Other duties as assigned	ME	NI	U

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 Probationary/New Hire Period indicate recommendation below:

☐ **Passed Probationary/New Hire Period**

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

☐ **Discontinue employment with Reach Dane**