

# Performance Evaluation

Office Administrator

Evaluation Period \_\_\_\_\_

**Role: to support the Board of Managers through the performance of routine office tasks as outlined in the CCOA Office Administrator Job Description and Procedures document**

**Evaluation Criteria:**

Task	Needs Improvement	Meets Expectations	Exceeds Expectations
Punctual-Maintains posted office hours			
Works with minimal supervision			
Takes direction and re-prioritizes tasks as needed			
Appropriately identifies issues that need to be directed to Board			
Communicates effectively with Board members			
Communicates effectively with community members			
Communicates with cleaning & maintenance staff as needed			
Processes, enters and files paperwork/contact information accurately and in a timely fashion			
Demonstrates competent computer, copier & scanner skills			
Keeps accurate records of key & equipment check-out; verifies permissive use & waivers			
Maintains appropriate supply of office supplies/copies			
Follows procedures as outlined in Financial Duties			
Follows procedures for procurement of supplies			

Any evaluation other than “Meets” requires written justification

Date of Evaluation: \_\_\_\_\_

Evaluators Signatures: \_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Comments: