



## STAFF PERFORMANCE EVALUATION

### BUSINESS OFFICE COORDINATOR

Instructions: Ratings are to be based on the President's, Vice President's, Associate Vice President's, or Director/Supervisor's perception of the employee's level of performance.

1- Unsatisfactory    2- Fair    3- Average    4- Good    5- Excellent    N/A -Does not apply

#### JOB KNOWLEDGE REVIEW:

- \_\_\_\_\_ 1. Able to maximize word processing, spreadsheets, and interact with mainframe computer
- \_\_\_\_\_ 2. Balances all college bank accounts and makes necessary adjustments with the accounting system. Prepares journals and reports accurately
- \_\_\_\_\_ 3. Meets daily work load of deposits, petty cash, balances, and debit memos regularly
- \_\_\_\_\_ 4. Prepares monthly sales tax reports and check deducting amount owed from appropriate funds accounts accurately
- \_\_\_\_\_ 5. Submits journal entries, reclassifications, and corrections appropriately
- \_\_\_\_\_ 6. Performs duties and responsibilities in alliance with the accuracy and professionalism as required in the duties and responsibilities document

Comments:

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#### DEPENDABILITY REVIEW:

- \_\_\_\_\_ 1. Displays exceptional performance and attitude
- \_\_\_\_\_ 2. Does everything possible to attend work and not abuse breaks; including personal calls
- \_\_\_\_\_ 3. Willing to contribute to the success and development of the institution

Comments:

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PROFESSIONAL BEHAVIOR

- \_\_\_\_\_ 1. Displays self confidence via effective work with associates, subordinates, supervisors, and others.
- \_\_\_\_\_ 2. Accepts supervision and suggestions for improvement.
- \_\_\_\_\_ 3. Cooperates with other departments of the college
- \_\_\_\_\_ 4. Demonstrates team work qualities and supports other members
- \_\_\_\_\_ 5. Begins work promptly on arrival and displays time management by completing assigned tasks on time
- \_\_\_\_\_ 6. Employee advocacy; does not allow personal bias or feelings to interfere with other colleagues

Comments:

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PERSONAL QUALITIES REVIEW:

- \_\_\_\_\_ 1. Displays professional appearance and hygiene in clothing, uniform, and grooming
- \_\_\_\_\_ 2. Demonstrates mature judgment, good attitude, and self confidence
- \_\_\_\_\_ 3. Practices tactfulness, shows compassion and demonstrates respect for others, as well as supportive and reassuring
- \_\_\_\_\_ 4. Is flexible when conditions warrant
- \_\_\_\_\_ 5. Health and stamina for effective job performances

Comments:

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GENERAL COMMENTS:

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Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

I have seen this report: \_\_\_\_\_

Employee Signature

Date