

Children's Health Center Staff Performance Review

Name: Mary Smith
 Position: Administrative Assistant
 Supervisor: Jane Doe, Center Manager
 Length of time in current position: 2 years

Date of Review: 2013-02-15

AREA	EXPECTATIONS (Give specific examples based on job description)	PERFORMANCE (How well are expectations met? Give Examples)
Knowledge of job – Familiarity with duties and responsibilities, procedures, information, databases, equipment.	<ul style="list-style-type: none"> • Understanding of agency databases. • Knowledge of Microsoft Office software • Understanding of administrative procedures for the Children's Health Center 	Mary understands the agency databases and is familiar with administrative procedures at the Children's Health Center. She has only basic ability on PowerPoint, which is not enough to support staff in developing needed PowerPoint presentations.
Quality of work – Ability to produce accurate work free of avoidable errors. Work meets standards for format, presentation. Care and accuracy in performing job functions.	<ul style="list-style-type: none"> • Board meeting minutes are accurate and well-written. • Client and donor databases are maintained error-free. 	<p>While Mary's work is generally of good quality, there have been some examples where her work has not met quality standards.</p> <ul style="list-style-type: none"> • There have been three instances over the last month when incorrect information has been added to the client database. Mary should take care to double check database entries before saving them. • Votes by the Board of Directors have been recorded inaccurately in the Board minutes on two occasions. It is very important that the minutes be carefully reviewed for accuracy. Check with your supervisor if you are not sure what transpired.
Timeliness of Work – Ability to meet deadlines.	<ul style="list-style-type: none"> • Monthly reports are completed by the last day of each month. • Databases are updated within 2 days of a client or donor change. 	Mary always meets time deadlines.
Interpersonal Skills – Ability to work supportively with coworkers, supervisors, and clients. Degree to which job activities contribute to effective job performance and skill development of coworkers.	<ul style="list-style-type: none"> • Provides good customer service to clients • Provides good customer service to donors • Works effectively with coworkers • Works effectively with Board members 	Mary is pleasant to work with. She is always willing to help out staff, and she is courteous and helpful to donors, clients and board members.
Other Areas – For example, decision making, efficiency, organization, communication, skills, attendance/punctuality,	<ul style="list-style-type: none"> • Arrives for work by 9AM daily. 	Mary was late for work 1-2 days per week in the early part of the year. However, since the importance of arriving promptly was pointed out to her, she has been arriving by 9AM every

initiative, leadership.		day.
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1. Goals for the next review period:
 - No errors in data base, Board Minutes or other work products
 - Learn advanced PowerPoint skills

2. Other career development objectives in my work at Children’s Health Center:
 Mary would like the ability to enhance her database management skills. We will arrange for training to give her these skills.

3. Summary of overall performance:

Mary’s work as administrative assistant is much appreciated by the Children’s Health Center. She is pleasant and hard-working, and her work products are generally good. She needs to take additional care to avoid errors in her work.

Assessment of performance:

Exceeds Expectations
 Meets Expectations
 Needs Improvement

 Supervisor’s Signature Title Date

Staff Member’s Comments:

By signing below, I confirm that I have read this performance review with my supervisor and have had an opportunity to talk about its contents.

 Staff Member’s Signature

(Note: Your signature does not imply agreement with the contents. It merely acknowledges that you have read and had an opportunity to discuss the contents with your Supervisor.)