

COORDINATOR, PURCHASING

Summative Appraisal Form

Name _____ Location _____

Appraisal Period: From _____ to _____ Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- | | | |
|----------|------------------------------|--|
| 5 | Clearly Outstanding: | Performance is consistently far superior to what is normally expected. |
| 4 | Exceeds Expectations: | Performance demonstrates increased proficiency and is consistently above expectations. |
| 3 | Meets Expectations: | Performance meets expectations and presents no significant problems. |
| 2 | Below Expectations: | Performance is consistently below expectations and significant problems exist. |
| 1 | Unsatisfactory: | Performance is consistently unacceptable. |
| 0 | Not Applicable | |

JOB PERFORMANCE STATEMENTS

Purchasing

- ___ 1. Assists the Director of Purchasing in processing and submitting all bids and purchase orders as directed and in accordance with established procedures.
- ___ 2. Assists the Director of Purchasing initiating contact with vendors to check on supply and equipment availability, invoices, purchase orders, and obtaining comparative prices and quotations.
- ___ 3. Reviews purchase requisitions/orders for completeness, accuracy, and conformance with procedures and regulations. Recognizes deficiencies in source documents and return them to originator for correction.
- ___ 4. Works with district personnel to determine appropriate bid specifications, sources, availability, pricing, shipping, and receiving for needed items/purchases.
- ___ 5. Detects and resolves problems with incorrect orders, invoices, and shipments.
- ___ 6. Assists the Director of Purchasing with researching and preparing bid specifications and documents for items to be purchased, including notice and instruction to bidders, specifications, and form of proposal.
- ___ 7. Assists the Director of Purchasing in preparing and submitting legal advertisements and schedules associated with assigned bids/RFPs.
- ___ 8. Assists the Director of Purchasing in bid openings, review of submitted bid responses for compliance, bid tabulations, award recommendations, including board agenda items and acceptance/rejection letters for assigned bids.
- ___ 9. Responsible for product and vendor searches and purchases as requested via the Internet.

- ___ 10. Maintains and updates vendor information and commodity code listing in Skyward.
- ___ 11. Keeps informed of and complies with district, State and Federal purchasing policies and regulations through on-going training, i.e., staff development training and/or assigned seminars.

COMMENTS: _____

Other

- ___ 12. Practices professional office etiquette, works in a cooperative spirit to serve the best interests of the district and is courteous to students, staff, and the public.
- ___ 13. Maintains confidentiality of information.
- ___ 14. Compiles, maintains, and files all physical and computerized reports, records, and other documents.
- ___ 15. Performs all other task and duties as assigned.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

- ___ Renewal and/or Extension of Assignment
- ___ Non-renewal of Assignment
- ___ Termination of Assignment
- ___ Non-extension of Assignment

 Administrator (Print Name) Date

 Administrator's Signature Date

 Employee's Signature Date