

## 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

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

#### 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.

