



SPECTRUM SOCIETY FOR COMMUNITY LIVING  
 3231 Kingsway, Vancouver, B.C. V5R 5K3  
 Phone (604) 323-1433 Fax (604) 321-4144  
 www.spectrumsociety.org

ADMIN SUPPORT MANAGER EVALUATION

Name of manager being evaluated:	Position: <input type="checkbox"/> Office Manager <input type="checkbox"/> Human Resources Manager <input type="checkbox"/> Quality Assurance Manager <input type="checkbox"/> Accountant
Name of evaluator:	Evaluator's position: <input type="checkbox"/> Self <input type="checkbox"/> Peer (admin support manager)
Date:	<input type="checkbox"/> Program Manager <input type="checkbox"/> Coordinator <input type="checkbox"/> Director

PERFORMANCE RATING SCALE:      1 = Unsatisfactory    2 = Satisfactory    3 = Good    4 = Above average    5 = Excellent

	1	2	3	4	5
LEADERSHIP: Articulates a clear sense of vision, purpose and direction. Promotes and supports teamwork. Serves as a role model to staff. Able to delegate effectively.					
FUNCTIONAL EXPERTISE: Possesses in-depth job knowledge. Regularly applies functional expertise to accomplish organizational objectives. Clearly and consistently interprets and applies all relevant standards, policies and procedures.					
COMMUNICATION: Interpersonal communication is clear and respectful. Written communication is clear and concise. Manager is approachable and responsive. Demonstrates understanding of other points of view. Communicates openly with colleagues at the office. Clearly and consistently communicates the goals of the organization.					
REPRESENTATION OF SPECTRUM: Consistently conveys Spectrum's values in dealings with individuals, families, employees, and the larger community. Represents Spectrum in a positive and professional manner. Actively works to build and maintain collegial relationships with stakeholders.					
OVERALL JOB PERFORMANCE: Demonstrates understanding of all aspects of the job. Maintains consistently high standards. Works proactively to support program managers, coordinators and directors in their areas of accountability. Good time management, punctuality and attendance. Responsive to concerns that require his/her attention.					
Comments:					

*Thank you for your feedback.*

*Summary on page 2 to be completed by Supervisor.*

Follow up on action plan from last evaluation:

Goals / action plan:

\_\_\_ Review current job description

\_\_\_ Review mandatory requirements for this position, and employee's responsibility to ensure that all requirements are met and maintained (check off all that are applicable – refer to paystub for current status of required items):

**required** Criminal records search required upon hiring and every five years thereafter

**required** First aid certification required upon hiring and to remain current throughout employment

\_\_\_ FoodSafe required      \_\_\_ TB test required      \_\_\_ Medical certificate required

\_\_\_ Driver's license required (copy to H/R upon hiring and upon subsequent renewals)

\_\_\_ Class 4      \_\_\_ Class 5

**If a driver's license is required, the employee must submit a driver's abstract upon hiring and upon subsequent driver's license renewals. The employee must inform H/R of any changes to his/her driver's license or any driving infractions.**

\_\_\_ Use of personal vehicle required

**If use of a personal vehicle is required, the employee must maintain adequate insurance coverage as outlined in the Society's Policy and Procedures Manual. The employee must submit a copy of his/her vehicle insurance and registration to H/R upon hiring and upon subsequent insurance renewals. The employee must inform H/R of any changes to his/her vehicle insurance or registration.**

\_\_\_ Other: specify -

\_\_\_ Employee contact information up-to-date in H/R files (mailing address, email, phone number, emergency contact)?

Signed by supervisor:

Date:

Employee sign to acknowledge understanding and acceptance of responsibility for maintaining the requirements listed above:

Employee's comments:

Distribution: Original to Human Resources / Copy to Employee