



**Administrative Associate
Monthly Coaching and Review**

Date:	STORE SALES	AVG DAYS RECEIVED TO SENT	AVG DAYS FROM SENT TO DELIVERY	% OF ITEMS INVOICED ENTERED	% OF ITEMS INCORRECTLY ENTERED	OTHER	OTHER	OTHER
Actual								
Goal								
Var +/-								

CATEGORIES	ASSOCIATE SCORING	SUPERVISOR SCORING	COMMENTS
Organization			
Time Management			
Accuracy			
Thoroughness			
Decision Making			
Problem Solving			
Communication			
Teamwork			

7 Performance Factors

1. Skill/Knowledge 2. Capacity 3. Resources 4. Feedback 5. Internal Motivation 6. Consequences 7. Clear Expectations

