



Administration Manager Coaching and Review

Name: _____ Date: _____

REVIEW PERIOD	SALES	% +/- PLAN	\$ +/- PLAN	AVG SALE			
MONTH TO DATE							
YEAR TO DATE							

CATEGORIES	ASSOCIATE SCORING	MANAGER SCORING	COMMENTS
Leadership			
Teamwork/PMA			
Strategic Thinking			
Planning & Organization			
Time Management			
Banking/Accounts Payable			
Task Completion			
Attention to Detail			
Delegation			
Human Resources			
Communication and Confidentiality			
Reporting			

7 Performance Factors

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

