



# BCASLPA

BC ASSOCIATION OF SPEECH/LANGUAGE  
PATHOLOGISTS & AUDIOLOGISTS

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## Policy I.32.B – Executive Assistant Performance Evaluation Form

Employee Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Next Review Date: \_\_\_\_\_

### Performance Rating Process

This performance appraisal will recap major duties, goals, objectives and critical success factors. For each duty indicate rating on the scale in relation to this Position Job Description and provide explanations in the comments section. Where improvement is required, clarifying comments should be provided accompanied with specific goals and establishment of outcome measures within a given time frame in order to enable a subsequent evaluation.

Job description attached.

#### Major Duties and Responsibilities

#### Level of Performance

#### Comments

Very Poor

Very Good

1. General word processing and data entry

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2. Maintenance of membership register

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3. Maintenance of CEU database

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4. Maintenance of Private Practice Registry

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<b><u>Major Duties and Responsibilities</u></b>	<b><u>Level of Performance</u></b>		<b><u>Comments</u></b>
	Very Poor	Very Good	
5. Mailing correspondence for Association			
6. Types, distributes, and files meeting minutes			
7. Maintenance of Association's Policy and Procedures			
8. Assists with formulation of newsletters & e-mails			
9. Proofreads and edits documents			
10. General record archiving			
11. Retrieves files and distributes materials as directed			
12. Reception duties and direction of inquiries to website or EC or PC as appropriate			

<u>Major Duties and Responsibilities</u>	<u>Level of Performance</u>		<u>Comments</u>
	Very Poor	Very Good	
13. Distributes BCASLPA bylaws, Code of Ethics, P&P, Private Practice Roster, Membership application Package, new members package, CEU, Expense Claim Forms, and others as requested.			
14. Makes bank deposits and completes paperwork, and transmits information related to the Associations Finances to the Associations Treasures & bookkeeper			
15. Receives and distributes mail, faxes, internal Correspondence and courier documents.			
16. Performs general office functions such as setting Up meeting rooms, arranging conference calls And keeping a stock of supplies.			
17. Prepares and distributes materials for the AGM			
18. Assists in the preparation of conferences and training events by maintaining conference registration database, nametags, receipts processes conference registration payments			

<u>Major Duties and Responsibilities</u>	<u>Level of Performance</u>	<u>Comments</u>
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**Very Poor**

**Very Good**

**19. Operates office equipment such as photocopiers,  
Shredders, fax machines and carries out minor  
Maintenance**

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**20. Performs other duties as assigned.**

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**OTHER CONTRIBUTIONS**

List contributions made by the employee or assets possessed by the employee in addition to those described above.

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**JOB RELATED PERFORMANCE FACTORS**

**For each defined element of job performance, please check the appropriate rating range.** The appraisal of each element of job performance should be followed by comments explaining the evaluation and recommending specific areas of improvement or development if necessary.

**Knowledge of Association:** Application of appropriate procedural know-how to get the job done; understanding the application of Policy and Procedure, Bylaws, and function of the Association.

Very Poor				Outstanding
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**Comments:**

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**Organization:** Establishing priorities; meeting deadlines; arranging work schedules; adapting to changes and using time and resources effectively; delegate work; follow-up to ensure work is completed.

Very Poor				Outstanding
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**Comments:**

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**Problem Analysis and Decision Making:** Understanding factors and developing sound, practical and workable solutions. Recognizing when a decision is necessary; asking for input making timely decisions; accepting responsibility; making creative contribution to solution of problems; resolving problems; providing information and feedback in a timely manner; willingness to make necessary and immediate decisions given incomplete information.

Very Poor				Outstanding
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**Comments:**

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**Communication Skills:** Display of oral and/or written communication skills required by the job. Ability to listen and understand information, and present information in a clear and concise manner.

Very Poor				Outstanding
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**Comments:**

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**Human Relations:** Interacts effectively and maintains positive relationships with Association members, and customers. Able to work with others; builds teamwork; motivates and inspires others. Cooperates with persons outside of the Association; willingly accepts assignments given and assists others to accomplish team objectives. Develops confidence and organizes activities to meet goals.

Very Poor				Outstanding
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**Comments:**

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**Initiative and Creativity:** Resourceful to deviate from the routine; self starter; develops and implements new methods, procedures, solutions, concepts, designs and/or applications of existing designs or procedures. Accepts additional challenges and willingly assists others. Self-reliant, demonstrates imagination, originality and self motivation; makes innovative and productive contribution. Responds to changing requirements and meeting changing technical business needs; flexibility and adaptability.

Very Poor				Outstanding
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**Comments:**

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**Quality of Work:** Accuracy, thoroughness, and efficiency of work regardless of volume; ability to meet standards of quality.

Very Poor				Outstanding
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**Comments:**

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**Summary of Strengths:**

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**Developmental Objectives:**

Identify, in collaboration with employees, specific plans for employee development and training for improvement during the coming review period. Please focus on new performance goals/standards for the upcoming performance planning cycle or how an employee can enhance current skills, develop new or improve deficiencies. Developmental objectives may include, but are not limited to, the following areas: training in new technology; enhancing communication skills; participating on a process improvement team; developing and implementing new techniques, tools and processes; attending advanced pc/software training; attending and administrative procedures workshop; attending a human resources development module, etc. (Attach additional page(s) if needed)

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**SIGNATURES:**

Employee comments (optional - may include discussion of professional development plans and objectives):

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\_\_\_\_\_  
BCASLPA Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
BCASLPA Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Your signature does not necessarily mean that you agree with this review; it is only to acknowledge that your supervisor has met and reviewed it with you.**

<input type="checkbox"/>	<b><u>Agreement</u></b>
<input type="checkbox"/>	<b><u>No Agreement</u></b>