

ADMISSIONS COORDINATOR PERFORMANCE REVIEW

R -- Redacted by
 Admissions Coordinator HELP Committee
 Review period from 6-18-03 to 6-18-04
 Hire date 6-18-03
 Review date 6-23-04

5 - Excellent
 4 - Good
 3 - Fair
 2 - Poor
 1 - Unacceptable
 0 - Not applicable

	COMPETENCY RATING SCORE					
	5	4	3	2	1	0
1. Phone Calls	✓					
2. Enrollment Quota		✓				
3. Starts		✓				
4. Appt to Lead %	✓					
5. Show to Appt %		✓				
6. Enrollment to Show %	✓					
7. Enrollment to Lead %	✓					
8. Enroll to Start %	✓					
9. Conversion of Diploma to AOS (if applicable) ^{N/A}						
10. Telephone Presentation	✓					
11. Follow Up Complete	✓					
12. Enrollment Paperwork Complete	✓					
13. Interview Process Complete	✓					
14. Reviews Admissions Training Material	✓					
15. Explains Reverse Selling	✓					
16. Retention Efforts	✓					
17. Giving 110%	✓					
18. Work Ethic	✓					
19. Positive Attitude About Their Position	✓					
20. Positive Attitude Towards Others	✓					

**ADMISSIONS COORDINATOR
PERFORMANCE REVIEW**

(continue)

	COMPETENCY RATING SCORE					
	5	4	3	2	1	0
21. Works Assigned Hours	✓	—	—	—	—	—
22. Contributes to Team Effort	✓	—	—	—	—	—
23. Professionalism	✓	—	—	—	—	—
24. Time Management	✓	—	—	—	—	—
25. Organizational Skills	✓	—	—	—	—	—
26. Communication Skills	✓	—	—	—	—	—
27. Leadership Qualities	✓	—	—	—	—	—
28. Develops Own Leads (PDLs)	—	✓	—	—	—	—
29. Ask for Referrals	✓	—	—	—	—	—
30. Product Knowledge	✓	—	—	—	—	—
31. Works Other Assigned Duties	✓	—	—	—	—	—
32. Enrollment Log (Updated & Current)	✓	—	—	—	—	—
33. Weekly Reports Updated and Current	✓	—	—	—	—	—

Average Score 4.87

COURSE OF ACTION:

- A. Additional Training Necessary
- B. Probation
- C. Dismissal
- D. No Action Deemed Necessary
- E. Compensation Increase

COMPETENCY RATING SCALE

- 5 - Excellent 5.00 to 4.50
- 4 - Good 4.40 to 4.00
- 3 - Fair 3.90 to 3.00
- 2 - Poor 2.90 to 2.00
- 1 - Not Acceptable 1.90 to 1.00
- 0 - Not Applicable

COMMENTS:

See notes attached.

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EMPLOYEE: