

Job Scorecard

1	Name & Date					
	Job Position & Who I report To	Director of Administration – Reports to Owners				
	Purpose of This Job	This position is primarily responsible for				
2	Desired Results [Circle current RYG]	Rating	SG (A+)	Green	Yellow	Red
	AP > 30 Days Outstanding		1-29 days	30 days	Between G/R	60 days
	AR > 30 Days (non BPI jobs)		0 Days	30 Days	Between G/R	60 Days
	Employee Satisfaction		90%	80%	Between G/R	70%
3	Skills & Competencies	Rating	Actions To Take			
	Communication Skills					
	Flexibility, Adaptability at Managing multiple priorities					
	Company Interpersonal Relations					
	Planning / Organizing					
	Ability to Work with little or no supervision					
	Willingness to learn					
	Teamwork					
	Budgeting Skills					
	Problem Solving					
	Reporting & Analysis					
	Attention to Detail					
	High Negotiation Skills					
	Business Acumen					
	Ownership Mentality					
	Personnel Skills					
	Hiring					
	Training					
	Assessing					
	Discipline/ Corrective Action					
	Terminating					
	Execution					
	Demonstrate & Support Core Values					
4	Living Our Core Values	Rating	Actions To Take			