

SERVICE UNIT PRODUCT SALES COORDINATOR - BE A READER (B.A.R.)

Check (✓) one: _____ New _____ Experienced

SELF-APPRAISAL

Name: _____

Service Unit _____

RATINGS

The service team implements and evaluates ways to provide and maintain Girl Scouting within a designated community. The service team is appointed by and is accountable to the service unit manager and the field director.

Please circle the appropriate category.

Explain ratings below 2.

1 = needs improvement

2 = meets expectations

3 = exceeds expectations

Return this appraisal to SUM or Field Director by June 30. Thank You

ACCOUNTABILITIES

RATINGS

1. Took appropriate training for the position and kept my knowledge current at all times.	1	2	3
2. Found a location to hold training for troop B.A.R. chairs and troop leaders.	1	2	3
3. Contacted membership coordinator for troop updates. Contacted ALL troop leaders to verify which troops were participating in the sale <u>and</u> to give them training date, location, and time.	1	2	3
4. Trained all troop leaders and B.A.R. chairs. Followed up on those who did not attend, and trained them individually as needed.	1	2	3
5. Collected troop order envelopes and payments and turned them all in to the council office by the deadline.	1	2	3
6. Received recognitions for troops and distributed them immediately.	1	2	3
7. Attended service team and service unit leader meetings.	1	2	3
8. Adhered to and promoted National and council policies, standards and procedures.	1	2	3

Please circle your satisfaction in the job: least 1 2 3 4 5 greatest

9. My strengths as a service team member are:

10. In order to accomplish the responsibilities of this position and assist the service unit, I need the following help:

Please check (✓) one of the following:

- Recommended for reappointment to current position
- Recommended for the following position: _____
- Not recommended for reappointment
- Will not continue

COMMENTS: _____

Service Team Member

Service Unit Manager

Field Director