Enrollment Chief – Performance Management – June 2013

| Accountability/WB | Measurable | Status | Time or goal adjustment |
|---|---|---|---|
| Student enrollment process | N/A | N/A | 95% completion of grammar schools requesting visits or participation by December 31, 2013 |
| Student enrollment process | N/A | N/A | Rowe-Clark, Johnson, NAG, DRW, Baker, and Pullman campus has a plan for enhanced enrollment and has 50 applications turned in by December 31, 2013 |
| Student enrollment Process | Represent Noble's interests and assist CPS in development of the single enrollment process | Met | N/A |
| Student enrollment Process | CPS single enrollment process is clearly communicated to Principals and campus office staff | Met | N/A |
| Student enrollment Process | 90% of the Office Managers surveyed agree or strongly agree that the enrollment/application process was clear. | Met | 90% of the Office Managers surveyed agree or strongly agree that the enrollment/application process was clear. |
| Clerking board meetings | 100% of the time, materials for meetings will go out 1 week prior to the meeting | Met | 100% of the time, materials for meetings will go out 1 week prior to the meeting |
| Clerking board meetings | 100% of the time, minutes will be accurate and emailed out at the latest one week the meeting took place. | Met | 100% of the time, minutes will be accurate and emailed out at the latest one week the meeting took place. |
| Accounting functions for academic & CMO | 95% of the time, CC forms and reimbursement | Met | 95% of the time, CC forms and reimbursement |

| employees | requests are submitted with appropriate backup within 1 week of purchase and 1 day after request was made | | requests are submitted with appropriate backup within 1 week of purchase and 1 day |
|---|---|---|---|
| Management of Melissa | Melissa meets 90% of her accountability goals. | Met | Melissa (and Amanda?) meets 90% of accountability goals. |
| WB: Reliability | Is prompt 95% of the time on arrival to work (9:30am), meetings | Met | Is prompt 95% of the time on arrival to work (9:30am), meetings |
| WB: Delegates certain responsibilities and projects | Minimizes micromanagement and trains assistant on temporary tasks or projects. | Met | Minimizes micromanagement and trains assistant on temporary tasks or projects. |
| WB: Organization and Accuracy | WL files as well as board minutes will be accurate and well organized a baseline % | Met | WL files as well as board minutes will be accurate and well organized a baseline % |
| WB: Communication | All emails will be expressed well and will be responded to within 2 business days | Met | All emails will be expressed well and will be responded to within 2 business days |
| WB: Extra Effort | All tasks will be given the importance necessary and will be completed to the best of my ability. | Met | All tasks will be given the importance necessary and will be completed to the best of my ability. |