

Administrative Support Professionals/Secretary-Clerical/Confidential Performance Evaluation

Date:

Employee Name:

Job Title:

Supervisor:

Building: BV SV LT ESC
 WMS WHS ECFE

Review Type:
 Annual 6 Month (Initial Review)

I. Performance of Job Duties and Responsibilities

- 5 Highly exceeds expectations by consistently demonstrating mastery of job duties and responsibilities.
- 4 Moderately exceeds expectations by frequently demonstrating a detailed knowledge of job duties and responsibilities.
- 3 Satisfactorily meets expectations by demonstrating a working knowledge of job duties and responsibilities.
- 2 Working towards meeting the expectations for job duties and responsibilities as described in comments below.
- 1 Does not meet expectations for job duties and responsibilities. Improvement plan is described below.

Comments:

II. Quality of Work Product

- 5 Highly exceeds expectations by consistently producing quality work product and demonstrating excellent organizational skills and judgment.
- 4 Moderately exceeds expectations by frequently producing quality work product and demonstrating good organizational skills and judgment.
- 3 Satisfactorily meets expectations by producing quality work product and demonstrating acceptable organizational skills and judgment.
- 2 Working towards meeting the expectations for quality work product, organizational skills and judgement as described in the comments below.
- 1 Does not meet expectations for quality of work product. Improvement plan is described below.

Comments:

III. Initiative and Dependability

- 5 Highly exceeds expectations by consistently being self-motivated and maintaining excellent attendance.
- 4 Moderately exceeds expectations by frequently working independently and maintaining excellent attendance.
- 3 Satisfactorily meets expectations by being resourceful and maintaining acceptable attendance.
- 2 Working towards meeting the expectations for initiative and dependability as described in the comments below.
- 1 Does not meet expectations for initiative/dependability. Improvement plan is described below.

Comments:

IV. Technical Skills

- 5 Highly exceeds expectations by consistently demonstrating updated computer skills in performing job duties.
- 4 Moderately exceeds expectations by frequently demonstrating updated computer skills in performing job duties.
- 3 Satisfactorily meets expectations by demonstrating acceptable computer skills.
- 2 Working towards meeting the expectations for computer skills as described in the comments below.
- 1 Does not meet expectations for computer skills. Improvement plan is described below.

Comments:

V. Interactions with District Employees and Public

- 5 Highly exceeds expectations by consistently interacting positively and effectively with district employees and the public.
- 4 Moderately exceeds expectations by frequently interacting positively and effectively with district employees and the public.
- 3 Satisfactorily meets expectations by interacting acceptably with district employees and the public.
- 2 Working towards meeting the expectations for working with district employees and the public as described in the comments below.
- 1 Does not meet expectations for working with district employees and the public. Improvement plan is described below.

Comments:

VI. Interactions with Students

- 5 Highly exceeds expectations by consistently interacting positively and effectively with students.
- 4 Moderately exceeds expectations by frequently interacting positively and effectively with students.
- 3 Satisfactorily meets expectations by interacting acceptably with students.
- 2 Working towards meeting the expectations for working with students as described in the comments below.
- 1 Does not meet expectations for working with students. Improvement plan is described below.
- Not applicable. This position does not interact with students.

Comments:

VII. Performance Evaluation Summary

VIII. Goals

Employee and Supervisor should jointly set two (2) goals for the employee for the following year. Measurements that will be used to determine the attainment of these goals and required resources should be indicated.

Goal 1:

Goal 2:

Employee: Your signature indicates that you have discussed this evaluation with your supervisor, have received a copy of this evaluation, and are aware that this evaluation will be placed in your personnel file.

Employee's Signature _____

Date _____

Supervisors: Please sign, provide a copy of this completed evaluation to the employee, and send the original to Human Resources for placement in the employee's personnel file.

Supervisor's Signature _____

Date _____