

Evaluation Administrative Assistants & Clerks

The evaluation of employees shall be primarily based on how well he/she completes and/or performs those duties to which he/she is assigned. The employee must receive this document 3-5 working days prior to the actual conference date to discuss this material.

Name: _____

Position/Location: _____

Conference Date: _____

- Rating Scale:
1. Exceeds Expectations
 2. Meets Expectations
 3. Needs Improvement
 4. Unsatisfactory
 5. Not Applicable

****Note when using (3) Needs Improvement and/or (4) Unsatisfactory, Supervisor must state clear reason why and option plans for improvement which will include district paid for professional development upon agreement with the employee and association.**

Employee Conduct:		Employee	
Rating		Agree	Disagree
_____	Is Courteous	<input type="checkbox"/>	<input type="checkbox"/>
_____	Is Cooperative	<input type="checkbox"/>	<input type="checkbox"/>
_____	Follows proper procedures in reporting student discipline incidents to building principal as stated in the handbook	<input type="checkbox"/>	<input type="checkbox"/>
_____	Reports to work on time	<input type="checkbox"/>	<input type="checkbox"/>
_____	Good Attendance (use of contractual rights can not be figured within this rating).	<input type="checkbox"/>	<input type="checkbox"/>
_____	Dependable	<input type="checkbox"/>	<input type="checkbox"/>
_____	Maintains confidentiality	<input type="checkbox"/>	<input type="checkbox"/>

Work Guidelines:		Employee	
Rating		Agree	Disagree
_____	Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>
_____	Volume of Work – Productivity	<input type="checkbox"/>	<input type="checkbox"/>
_____	Uses Safe Work Procedures	<input type="checkbox"/>	<input type="checkbox"/>

Professional Development:		Employee	
Rating		Agree	Disagree
_____	Demonstrates enthusiasm for upgrading and improving personal work skills.	<input type="checkbox"/>	<input type="checkbox"/>
_____	Participates in training programs as provided by the district.	<input type="checkbox"/>	<input type="checkbox"/>

Classification Specific:

	Employee	
	Agree	Disagree
_____ Demonstrates the ability and working knowledge to perform clerical duties	<input type="checkbox"/>	<input type="checkbox"/>
_____ Maintains knowledge of use of office equipment.	<input type="checkbox"/>	<input type="checkbox"/>
_____ Ability to utilize basic computer operations as deemed appropriate and/or willingness to learn	<input type="checkbox"/>	<input type="checkbox"/>
_____ Ability to multi-task (handling many tasks and demands at the same time).	<input type="checkbox"/>	<input type="checkbox"/>
_____ Ability to work cooperatively with other staff, students, parents and community members.	<input type="checkbox"/>	<input type="checkbox"/>

Considering all factors, the work performance of this employee is:

_____ **Satisfactory** _____ **Needs Improvement** _____ **Unsatisfactory**

(Checking Unsatisfactory here would mean that over 75% of the above evaluated material is needing improvement or unsatisfactory. Needs Improvement would mean that between 50% - 74% of the above evaluated material is needing improvement or unsatisfactory. A plan of action to help improve will be provided.*

Plan of Action (If Needed):

Supervisors Comments:

Employee Comments:

Supervisor's

Signature: _____ ***Date:*** _____

Employee's

Signature: _____ ***Date:*** _____

An employee's signature does not necessarily constitute an agreement with the contents of this evaluation.