

SECRETARIAL EVALUATION

Annual

Special

Probationary

1st mo. 2nd mo. 3rd mo.

4th mo. Special

Name _____

Period from _____ to _____

=====

I. Performance Appraisal (rate each item by selecting the phrase or phrases that most closely describe the employees actual work performance).

1. Job Performance

a. Job Knowledge

- _____ Performs all job duties with a high level of knowledge and skill
- _____ Performs most job duties with a high level of knowledge and skill
- _____ Has some difficulty maintaining acceptable performance of duties
- _____ Unacceptable performance

b. Communication

- _____ Always keeps supervisor and others who need to know well informed
- _____ Usually keeps supervisor and others who need to know well informed
- _____ Communication not always clear and consistent
- _____ Unacceptable performance

c. Technology

- _____ Knowledgeable and able to help others with technology
- _____ Knowledgeable and effective use of technology in the office
- _____ Able to perform most of the routine work
- _____ Unacceptable performance
- _____ Needs more training and experience

d. Public Interaction

- _____ Interaction in person and on the phone is excellent
- _____ Usually, interaction in person and on the phone is good
- _____ Unacceptable performance
- _____ Needs more training and experience

e. Office Organization

- _____ Files, tasks, and workspace are always organized
- _____ Files, tasks, and workspace are usually organized
- _____ Unacceptable performance
- _____ Needs more training and experience

f. Accuracy

- _____ All work is completed accurately as requested
- _____ Most work is completed accurately as requested
- _____ Unacceptable performance
- _____ Needs more training and experience

3. Quantity of Work

- _____ Self-starter – makes outstanding use of work time
- _____ Makes average use of work time and achieves average quantity of work
- _____ Has difficulty in organizing time in order to produce acceptable quantity or work. Has to be told what to do most of the time
- _____ Needs prodding so work time will be productive

4. Quality of Work

- _____ Work is outstanding, rarely find items that need improvement
- _____ Work is above average, rarely find examples that have been skipped or neglected
- _____ Quality of daily and periodic work is average
- _____ Weekly checks are necessary
- _____ Daily checks are necessary

5. Attitude Toward Work

- _____ Respects the school and their position in the organization
- _____ Appreciates help and criticism
- _____ Just another job, sometimes has a negative attitude
- _____ Downgrades the school and/or employees

6. Initiative and responsibility

- _____ Develops workable solutions to most problems on his/her own but keeps supervision informed
- _____ Develops solutions to problems
- _____ Relies on others but follows suggestions
- _____ Little evidence of initiative noticed during working hours

7. Confidentiality

- _____ All seen or overheard school matters are held confidential
- _____ Has repeated and shared confidential information.
- _____ Repeatedly shares confidential matters.

8. Loyalty

- Always talks about the school in a positive way
 - If others insist, will talk about the school in positive terms
 - Inclined to be one-sided and negative about the school.
 - Highly critical of the school
-

9. Interpersonal Skills

- Gets along with others
 - Quiet but gets along with others
 - Talker but seems to get along with others
 - Creates some feeling against self
-

10. Work Production

- Excellent work production
 - Average work production
 - Below average work production
 - Unacceptable work production
-

11 Attendance

- Perfect attendance
 - Average attendance
 - Poor attendance
 - Other – please explain
-

12. Appearance

- Always dresses appropriately and is well groomed
 - Usually dresses appropriately and grooming is acceptable
 - Dress and grooming are inappropriate enough to require the attention of a supervisor
 - Dress and grooming are inappropriate for the position
-

13. Cooperation

- Always does a little more than is asked
 - Always does what is asked
 - Seldom voices objections
 - Is argumentative
-

14. Security

- Computers, files, and doors, are always secured properly
 - Computers, files, and doors, are secured properly most of the time
 - Security of computers, files, and doors is a problem
-

II. General Comments

Overall rating Exceeds Satisfactory Unsatisfactory

(DATE)

(SIGNATURE OF SUPERVISOR)

This work appraisal has been discussed with me by my Supervisor.

(Signature of Employee)

(Date)