

EMP NAME:		EMP ID:		<b>SECTION A</b>  Any checks indicated in <i>Needs to Improve</i> and/or <i>Unsatisfactory</i> must be explained in Section E.	OUTSTANDING	COMPETENT / MEETS STANDARDS	NEEDS IMPROVEMENT	UNSATISFACTORY	DOES NOT APPLY
JOB TITLE:		DATE DUE:							
SITE / DEPT:		<input type="checkbox"/> 3rd Month <input type="checkbox"/> 5th Month <input type="checkbox"/> Annual / Perm <input type="checkbox"/> <i>Unscheduled</i>							
<b>GENERAL SKILLS</b>									
1	Complies with all policies, regulations and procedures.	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Maintains a good attendance record.	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3	Observes time/work schedules.	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4	Presents an appropriate appearance.	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5	Uses materials/equipment safely and economically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6	Plans, organizes, and prioritizes work effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7	Relates respectfully and courteously to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8	Responds to need of community/parents/teachers in a professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9	Works courteously and relates effectively with fellow employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10	Exhibits ability to work independently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11	Accepts change and demonstrates flexibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12	Completes satisfactory volume of work within a reasonable time frame.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
13	Demonstrates ability to make independent judgments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
14	Willingly accepts suggestions/directions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
15	Shows interest in self-improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
16	Understands department/school objectives and works to achieve them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
17	Keeps lines of communication open between self and supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>SECRETARIAL SKILLS</b>									
18	Demonstrates typing and proofreading ability to produce a quality document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
19	Demonstrates ability in shorthand and/or transcription.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
20	Uses courteous, professional telephone techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
21	Maintains confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
22	Shows ability to compose various types of correspondence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
23	Uses basic bookkeeping procedures to maintain records and budgets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
24	Demonstrates leadership and assists in motivating others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
25	Uses English language appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
26	Demonstrates ability to supervise work assignments of other office helpers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
27	Uses business machines, including computers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
28	Demonstrates ability to complete complex, detailed assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

<b>SUMMARY EVALUATION: Check <u>OVERALL</u> performance</b>			
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Competent / Meets Standards	<input type="checkbox"/> Needs to Improve	<input type="checkbox"/> Unsatisfactory
*Overall rating below "Competent/Meets Standards" will NOT be forwarded to the employee's Personnel File for ten (10) working days after receipt of his/her copy.			

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**SECTION B:** Record job STRENGTHS and superior performance.

**SECTION C:** Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance for personal or job qualification.

**SECTION D:** Record specific GOALS OR IMPROVEMENT PROGRAMS to be undertaken during the next evaluation period.

**SECTION E:** Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. *Explain checks in Column D.*

**ADDITIONAL COMMENTS:**

**EMPLOYEE:**

**I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EVALUATER:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR 5TH MONTH EVALUATION**

I DO       I DO NOT

**recommend this employee be granted permanent status.**