

Evaluation for Secretary

Name: _____

Date: _____

Building: _____

Evaluator: _____

Attitude and Cooperation

| | Unsatisfactory | Satisfactory | Exceeds Expectations |
|---|----------------|--------------|-------------------------|
| Shows interest and enthusiasm for work | € | € | € |
| Willingly accepts assignments. | □ | € | € |
| Accepts new ideas. Willingly and positively responds to change or new situations. | □ | □ | □ |
| Accepts just criticism without resentment. | □ | □ | □ |
| Gets along well with fellow employees; is congenial, cooperative. | □ | □ | □ |
| Respects confidential and personal information of students and other personnel. | □ | □ | □ |
| Maintains proper conduct in the presence of students. | □ | □ | □ |
| Follows administrative rules and board policies. | □ | □ | □ |

Work Habits

| | | | |
|--|---|---|---|
| Learns and independently follows work routines. | □ | □ | □ |
| Works with a minimum of supervision. | □ | □ | □ |
| Discusses problems with supervisor. | □ | □ | □ |
| Makes use of suggestions offered by the supervisor. | □ | □ | □ |
| Uses tact and discretion in dealing with the public, parents, and other employees. | □ | □ | □ |

Punctuality, Attendance, Appearance

| | | | |
|--|---|---|---|
| Good attendance; uses proper procedures to notify the school when s/he will be absent. | □ | □ | □ |
| Is on time coming to work and returning to work. | □ | □ | □ |
| Is neat and clean, acceptably dressed. | □ | □ | □ |

Evaluation for Secretary

Performance Responsibilities

Demonstrates proficiency in all phases of the job.
Work is consistently complete, thorough in all detail.

| Unsatisfactory | Satisfactory | Exceeds Expectations |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Date: _____

Evaluator Signature: _____

Employee Signature: _____

Signature indicates only that the evaluation was reviewed with the employee. Signature does not indicate agreement with the evaluation.