

**ARLINGTON HEIGHTS SCHOOL DISTRICT 25**  
**1200 South Dunton Avenue**  
**Arlington Heights, Illinois 60005**

**ADMINISTRATIVE SECRETARIAL EVALUATION**  
**Annual Summary Report**

Employee Name \_\_\_\_\_ Assignment \_\_\_\_\_

Evaluation Made By \_\_\_\_\_ Date \_\_\_\_\_

**Directions:** For new employees, this review should be completed within the first three months of employment. A second review during the first year of employment may be made at the discretion of the administrator. The SASP employee will be formally evaluated during the second year of employment and every other year thereafter dependent upon satisfactory performance. The administrator may reinstate an annual evaluation cycle at any time based on job performance. It is recommended that the administrator and the administrative secretary complete this form individually prior to their meeting to jointly discuss their individual perspectives. This form should also be used as a means of developing goals in an effort to focus professional growth activities.

When the Annual Summary Report is completed, three copies should be made. Both parties should sign each copy. The original copy should be forwarded to the Personnel Office, the second copy should be kept in the administrator's file, and the third copy should be given to the administrative secretary.

\*\*\*\*\*

**Communication/Interpersonal Skills:** Appraise ability to convey information and present ideas clearly and concisely both verbally and in writing; appraise quality of interactions with others.

**Routine:** communicates at appropriate times; relates to others in positive ways; uses good communication skills in both verbal and written formats; chooses listening and response strategies which enhance the personal interactions required by the position.

Undeveloped                       Developing                       Operational

**Complex:** seeks additional information in order to clarify data; demonstrates a knowledge and understanding of communication skills which convey patience and respect; incorporates ideas gained from professional growth experiences to enhance communication; fosters effective relationships.

Undeveloped                       Developing                       Operational

Comments:



**Complex:** selects strategies to improve organization and work production; applies technology to organize data bases; find and implements solutions to problems which compromise efficient office procedures; modifies procedures for collection, sorting, filing, and recovering information.

Undeveloped                       Developing                       Operational

Comments:

**Professionalism:** Appraise attitude, cooperativeness, and ethical behavior.

**Routine:** expresses support for colleagues; demonstrates an openness to new ideas and change; shows a basic understanding of, and demonstrates, ethical behavior; demonstrates a positive attitude and is cheerful; applies new ideas and changes behaviors.

Undeveloped                       Developing                       Operational

**Complex:** recognizes that cooperation is essential for effective team work; selects behaviors that demonstrate loyalty; understands the role of ethics in the work place and its impact on the organization; chooses behaviors that promote harmony within the work group; applies principles of cooperation within the work group; displays ethical behavior under complex circumstances; develops new ideas and promotes change designed to meet the needs of the organization.

Undeveloped                       Developing                       Operational

Comments:

**Quality and Quantity of Work:** Appraise thoroughness, accuracy, neatness, and ability to meet deadlines and produce results.

**Routine:** recognizes the importance of deadlines and locating errors in finished products; demonstrates the ability to complete routine work and all assigned reports accurately and on time; displays the skills for accurately completing assigned reports and daily office routines; prepares written documents which convey accurate data in a neat and error free format.

Undeveloped                       Developing                       Operational

**Complex:** refines and corrects mistakes in work; rearranges schedule to perform additional assigned tasks; seeks out additional work; recognizes when additional work is needed to meet requirements; solves problems which interfere with task completion; modifies schedule to allow time for reviewing reports and completed projects; completes complex tasks efficiently and effectively; applies standards to improve productivity and quality of work.

Undeveloped                       Developing                       Operational

Comments:

**Technical:** Appraise overall knowledge, skills, and understanding of every aspect pertinent to the job.

**Routine:** can demonstrate basic functions; selects appropriate technology to store data, publish basic information; sends simple messages inter- and intra-system; incorporates new skills to improve office systems; transfers skills to new programs and technologies; maintains existing equipment so that it performs to optimum efficiency.

Undeveloped                       Developing                       Operational

**Complex:** uses information gained from professional growth activities to develop new skills; chooses software to solve problems, manipulate data and improve communications; seeks out professional growth activities to develop advanced skills; seeks to solve maintenance or performance problems associated with equipment.

Undeveloped                       Developing                       Operational

Comments:

\*\*\*\*\*

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
My signature confirms that I have read and received all pages of this written evaluation.