

## Performance Evaluation – Office Personnel

This evaluation is to be completed by the administrator in the building.

Name: \_\_\_\_\_ School Year: \_\_\_\_\_

Position: \_\_\_\_\_ Building: \_\_\_\_\_

Administrator: \_\_\_\_\_

### Evaluation Ratings

4: Highly Effective      3: Effective      2: Improvement Necessary      1: Ineffective

<b>Work Habits</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N A</b>
The ability to plan ahead, manage time, accomplish tasks effectively, and maintain accurate records system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ability to adjust to changing conditions, procedures, job interruptions, and deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to accomplish tasks in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ability to tackle problems on his/her own when appropriate and find constructive solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The level of initiative/enthusiasm for work, professional conscience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dress is professional and appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					

<b>Knowledge / Proficiency</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N A</b>
Perform and understand daily office procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The level of thoroughness, accuracy, neatness of work which is produced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ability / level of comfort with technology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					

<b>Public/Professional Relations</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N A</b>
The ability to exchange information accurately and effectively both verbally and in written form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The degree of cooperativeness and consideration displayed in working with supervisor, peers, co-workers and the public. The ability to interact effectively and harmoniously with supervisors, peers, co-workers and the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain confidentiality related to students, their families and staff and all matters concerning school business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to establish and maintain positive relationships with students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>					

**Administrator/Supervisor Comments:**

**Employee Comments:**

\_\_\_\_\_

Evaluator

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date

*Signature indicates that the written evaluation has been seen and discussed by all parties.*