

# SECRETARIAL PERSONNEL EVALUATION

**EMPLOYEE**

**EVALUATION DATE**

**POSITION**

**CONFERENCE DATE**

**Instructions for completing this form:**

This evaluation shall be completed by the supervisor and one copy returned to the employee, one copy kept with the supervisor, and one copy returned to the superintendent's office.

**KEY**            **O = Outstanding**  
                      **S = Satisfactory**  
                      **N = Needs Improvement**  
                      **U = Unsatisfactory**

Note: (U) or (N) checks must be accompanied by recommendations for improvement.

1. <b>QUALITY AND QUANTITY OF WORK</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>U</b>
A     Performs assigned tasks accurately				
B     Meets deadlines				
C     Shows care and neatness in work				
D     Manages time well				
E     Performs under emergencies				
F     Prioritizes tasks appropriately				

2. <b>DEPENDABILITY</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>U</b>
A     Continues work in absence of close supervision				
B     Complies with written instructions				
C     Complies with oral instructions				
D     Does not abuse leave policy				
E     Arrives on time				

3. <b>WORK HABITS AND ATTITUDES</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>U</b>
A     Knows the work and organizes it				
B     Maintains confidentiality				
C     Accepts responsibilities in job description				
D     Uses good judgement				
E     Learns and applies new ideas, procedures, etc.				
F     Abides by rules and regulations				
G     Shows initiative				
H     Works toward organizational objectives				

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4. <b>RELATIONSHIPS</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>U</b>
A Works harmoniously with others				
B Accepts constructive criticism				
C Exercises tact and courtesy in telephone/personal contact				
D Demonstrates rapport with students/parents/visitors				
E Shows loyalty to supervisor and organization				

5. <b>SKILLS</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>U</b>
A Executes district software				
B Maintains accurate records				
C Performs and updates filing				
D Demonstrates word-processing ability				

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**6. RECOMMENDATIONS FOR IMPROVEMENT**

(Addendum copies may be attached.)

**7. SUPERVISOR'S REMARKS**

(Addendum copies may be attached.)

**Entries on this appraisal are based on day-to-day informal observations of the employee's performance and the employee's completed work.**

**EMPLOYEE'S RESPONSE**

(Addendum copies may be attached.)

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Signature of Supervisor                      Date

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Signature of Employee                      Date  
(Signature acknowledges that I have read the evaluation  
and that I have been given an opportunity to discuss it  
with my supervisor)