DEVELOPED 11/08

**WARREN WOODS PUBLIC SCHOOLS**

**Administrative Professional Assistant/Clerical Performance Assessment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name:** |       | **Date:** |       |  |
|  |  |  |  |  |  |  |  |
| **Building:** |       | **Position:** |       |  |
|  |  |  |  |  |  |  |  |
| **Please Check all that apply:** | **Conference Date:** |       |  |
| [ ]  | **Probationary** |  | **Assessment Date:** |       |  |
| [ ]  | **Non-Probationary** |  |  |  |  |  |
| [ ]  | **Job Description –reviewed and current** | **Overall Rating:** |  |
|  |  |  |  |  | [ ]  | **Effective** |  |
|  |  |  |  |  | [ ]  | **Ineffective** |  |
|  |  |  |  |  |  |  |  |

**Purpose**

The purpose of the assessment process is to improve performance and communication between the employee and the administrator.

**Timelines**

**New Employees** - A new employee or a person in a new position will be formally assessed during the first thirty (30) days of employment in that position. A new employee or a person in a new position will be formally assessed again within one (1) year following employment or service within a new position.

**All Employees** - All employees will be formally assessed at least once every three (3) years.

**Process**

The assessment process steps are:

1. Secretarial/clerical employee self-assessment.
2. Administrator separately assesses secretarial/clerical employee.
3. A conference is held to compare the two assessments
4. A final assessment is written by the administrator and reviewed with the secretarial/clerical employee.
5. The secretary/clerk may choose to write an attachment of clarification.
6. Final signed assessment will be placed in the employee’s personnel file.

**SUPPORT STAFF EVALUATION**

|       |  |       |  |       |
| --- | --- | --- | --- | --- |
| **EMPLOYEE NAME** |  |  **BUILDING** |  | **DATE** |

**JOB EFFECTIVENESS**

1. **Knowledge of Work**

 [ ]  a) Requires constant assistance or supervision

 [ ]  b) Demonstrates minimal knowledge of job requirements

 [ ]  c) Demonstrates acceptable knowledge of job requirements

 [ ]  d) Seldom requires additional assistance or supervision

 [ ]  e) Demonstrates superior knowledge of job requirements

2. **Quantity of Work**

 [ ]  a) Completes an insufficient amount of work in time allotted

 [ ]  b) Completes an amount of work that is less than would be expected

 [ ]  c) Completes an appropriate amount of work in time allotted

 [ ]  d) Completes more work than would be expected

 [ ]  e) Consistently completes an amount of work beyond expectations

3. **Quality of Work**

 [ ]  a) Quality of work is consistently unacceptable

 [ ]  b) Quality of work is occasionally unacceptable

 [ ]  c) Quality of work is acceptable

 [ ]  d) Frequently produces a quality of work above what would be expected

 [ ]  e) Consistently produces superior quality of work

4. **Communications**

 [ ]  a) Fails to communicate

 [ ]  b) Occasionally communicates partial information

 [ ]  c) Communicates when necessary

 [ ]  d) Communications are clear and consistent

 [ ]  e) Shares ideas and knowledge consistently

5. **Problem Solving Skills**

 [ ]  a) Requires constant direction and supervision

 [ ]  b) Frequently requires some direction and supervision

 [ ]  c) Occasionally requests some direction and supervision

 [ ]  d) Seldom requires direction and supervision

 [ ]  e) Requires no direction or supervision

|       |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYEE NAME** |  |  |  |  |

**INTERPERSONAL CHARACTERISTICS**

1. **Relationships with Other Employees**

 [ ]  a) Interacts poorly with other employees

 [ ]  b) Requires improvement in cooperation and goodwill with other employees

 [ ]  c) Establishes positive relationships with others

 [ ]  d) Frequently promotes cooperation and goodwill with other employees

 [ ]  e) Consistently promotes cooperation and has a positive effect on other employees

2. **Interaction with Community** **[ ]  N/A**

**[ ]** a) Displays poor interpersonal skills

 [ ]  b) Requires improvement in cooperation and goodwill

 [ ]  c) Displays a business-like approach

 [ ]  d) Establishes positive relationships

3. **Interaction with Students** **[ ]  N/A**

 [ ]  a) Consistently inappropriate or unacceptable manner

 [ ]  b) Interacts with students in an ineffective manner

 [ ]  c) Interacts effectively with students in an appropriate manner

 [ ]  d) Consistently works to improve relationships with students

 [ ]  e) Consistently demonstrates superior interpersonal skills with students

4. **Team Concept**

 [ ]  a) Fails to support the concept of teamwork

 [ ]  b) Utilizes teamwork strategies only when directed to do so

 [ ]  c) Utilizes a “team” concept to support organizational goals

 [ ]  d) Frequently promotes team concept to others

 [ ]  e) Consistently utilizes and promotes a team concept to further organizational goals

5. **Responsibility**

 [ ]  a) Requires constant supervision

 [ ]  b) Rarely accepts responsibility or performs without supervision

 [ ]  c) Requires normal supervision and is as responsible as required

 [ ]  d) Needs little supervision and accepts more responsibility than requires

 [ ]  e) Requires no supervision and accepts all the responsibility

6. **Dependability**

 [ ]  a) Requires constant supervision to perform daily routine correctly

 [ ]  b) Occasionally misses necessary task

 [ ]  c) Rarely misses necessary task and is reliable

 [ ]  d) Outstanding reliability and job is always completed correctly

|       |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYEE NAME** |  |  |  |  |

**PERSONAL CHARACTERISTICS**

1. **Punctuality**

 [ ]  a) Frequently arrives late to work

 [ ]  b) Occasionally arrives late to work

 [ ]  c) Consistently arrives to work on time

 [ ]  d) Adjusts hours to meet needs

 [ ]  e) Consistently devotes additional time

2. **Attendance**

 [ ]  a) Frequently absent

 [ ]  b) Average attendance

 [ ]  c) Seldom absent

 [ ]  d) Always present

       **Total days absent between**       **to**

3. **Initiative**

 [ ]  a) Consistently requires supervision to set work priorities

 [ ]  b) Periodically requires supervision to set work priorities

 [ ]  c) Starts and completes most tasks with little or no supervision

 [ ]  d) Frequently displays extra initiative

 [ ]  e) Consistently looks for opportunity to show initiative

4. **Attitude**

 [ ]  a) Frequently complains and demonstrates a negative attitude

 [ ]  b) Completes job requirements with little enthusiasm

 [ ]  c) Completes job responsibilities in a positive manner

 [ ]  d) Approaches all aspects of job with a positive attitude

5. **Effective Use of Time**

 [ ]  a) Consistently does not get work done

 [ ]  b) Occasionally does not get work done

 [ ]  c) Work is always completed

 [ ]  d) Handles interruptions and emergencies well while still completing assigned work

 [ ]  e) Anticipates needs and coordinates work

6. **Eye for Improvement**

 [ ]  a) Notices problems but passes them up

 [ ]  b) Makes some suggestions or corrections

 [ ]  c) Is always trying to make improvements

 [ ]  d) Doesn’t miss an opportunity for improvement

7. **Decision Making**

 [ ]  a) Seldom makes a decision

 [ ]  b) Difficulty making independent decisions

 [ ]  c) Frequently makes appropriate decisions

 [ ]  d) Always knows then and how to make appropriate decisions

**Evaluation of Non-Teaching Employee**

**For the** **school year.**

**Name:** **Assignment:**

Discuss this employee’s strengths:

Discuss areas in which this employee needs improvement:

Recommendation for future service:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date Evaluator Signature Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ Principal Signature Date

**Note: The employee’s signature means the employee has read the evaluation. It does not necessarily mean the employee is in agreement with the evaluation. The employee is welcome to attach his/her own written comments.**

Distribution of signed Assessment:

Original - Personnel

Copies - Employee

Administrator