DEVELOPED 11/08

**WARREN WOODS PUBLIC SCHOOLS**

**Administrative Professional Assistant/Clerical Performance Assessment**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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**

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| --- | --- | --- | --- | --- | --- | --- |
| **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

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| --- | --- | --- | --- | --- | --- | --- |
| **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

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| --- | --- | --- | --- | --- | --- | --- |
| **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:

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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