

SCHOOL DISTRICT 156
TEN/TWELVE MONTH CLERK AND SECRETARY EVALUATION

NAME: _____ POSITION: _____ SCHOOL: _____ DATE: _____

<u>Job Trait Description</u>	<u>#1 Rating Description</u>	<u>#2 Rating Description</u>	<u>#3 Rating Description</u>	<u>#4 Rating Description</u>	<u>Rating Obtained</u>
COOPERATION: Willingness to help others to accomplish their objectives	Usually uncooperative. A "roadblock" to coworkers, other staff or community.	Too often uncooperative when faced with reasonable requests for assistance.	Generally a cooperative person on the job.	Very cooperative. Often offers assistance. can usually be counted on to help.	
INITIATIVE: Voluntarily starting projects. Attempting non-routine jobs and tasks.	Shows little initiative. Seldom volunteers. Sticks closely to job routine.	Shows some initiative. Should do more without having to be told.	Does not shirk. Voluntarily attempts to solve non-routine job problems as they occur.	Above average. A self starter. Will generally volunteer.	
RELIABILITY: Dependability and trustworthiness.	Not reliable. Often fails to deliver a complete job.	Occasionally leaves routine tasks incomplete.	Can be relied on to complete all aspect of the job.	Completes work with little supervision. Will complete occasional special projects.	
PERSERVERANCE: steadfast pursuit of job objectives when faced with unexpected obstacles.	Frequently quits when faced with unexpected obstacles.	Is sometimes deterred by obstacles which should be overcome.	Is not stopped by most obstacles, works through them.	Displays sufficient drive to overcome unusually difficult obstacles.	
STABILITY: Even temperament. Acceptance of unavoidable tension and pressure.	Volatile, inconsistent personally. Disrupts work environment.	Occasional display of temper or emotion sufficient to disrupt others and hinder own performance.	Even tempered. Absorbs routine pressure of job.	Can tolerate unusual pressure and tension without hindering performance.	
ATTENDANCE: Availability for work.	Frequently unexcused lateness or absence from work. Very poor attendance record.	Absences or lateness below standards.	Satisfactory attendance record.	Rarely late or absent.	
ALERTNESS: Ability to quickly understand new information and situations.	Very slow to grasp ideas and events.	Usually needs extra instruction.	Understands most new ideas and developments without extensive instruction.	Fast learner. Grasps new information quickly.	

<u>Job Trait Description</u>	<u>#1 Rating Description</u>	<u>#2 Rating Description</u>	<u>#3 Rating Description</u>	<u>#4 Rating Description</u>	<u>Rating Obtained</u>
KNOWLEDGE: The blending of job-related skills and experiences.	Severely lacking in knowledge	Noticeable deficiencies in job knowledge.	Understands job routine. Some knowledge still to be acquired.	Completely understands all aspects of the job.	
QUANTITY: Level of satisfactory output generated per unit of time.	Usually below acceptable standard.	Barely acceptable level of output. A slow worker.	Satisfactory. Meets expectations of average output.	Usually exceeds the norm. A fast worker.	
ACCURACY: Absence of errors.	Constantly commits errors.	Error level too high. Needs improvement.	Makes average number of mistakes.	Very accurate. Commits few errors.	
JUDGMENT: Capacity to make reasonable decisions.	Frequently makes irrational decisions. Poor judgment.	Too often selects wrong alternative.	Usually exercises sound judgment.	Above average reasoning ability. Seldom errs in judgment.	
INNOVATION: Imagination and creativity used to productively engage students.	Never suggests beneficial changes and ideas.	Rarely suggests beneficial changes and ideas.	Offers an average number of suggestions and beneficial changes and ideas.	Often suggests beneficial changes and ideas.	
APPEARANCE AND HABITS: Personal habits, clothing and grooming that suits the day's situation or demands.	Personal habits and appearance frequently offensive.	Occasional sloppy appearance or display of offensive habits.	Usually properly dressed and groomed. Few poor personal habits.	Consistently exhibits appropriate appearance and personal habits.	
ORDERLINESS: Organization of the individual's work and work area.	Usually disorderly and chaotic in a way that effects job performance.	Frequently unorganized or work area in disarray.	Work sufficiently organized to efficiently perform the job.	Highly organized and efficient worker. Few instances of poor performance from lack of order.	
COURTESY: Respect for feelings of others. Politeness on the job.	Frequently rude. Causes noticeable discomfort to others.	Occasionally impolite to coworkers or others.	Observes common courtesies, does not offend.	Very conscientious of other's feelings and rights. Always Polite.	

Evaluation Continued:

Comment on primary strengths and relationship with students:

Comment on weaknesses and suggestions for improvement:

Suggestions for improvement:

Has this evaluation been discussed with the employee? Yes No

OVERALL RATING: _____

RATED BY _____

DATE: _____

I have reviewed this evaluation and I understand its contents. No employee shall be required to sign a blank or incomplete evaluation form, nor shall any changes be made on the completed report after the employee has signed it without the employee's express agreement.

Employee's Signature _____

DATE: _____

For District Office Use Only: Date Received: _____

Reviewed By: _____

This page is to be used by the employee who wishes to submit a written comment within ten working days about the evaluation on the previous pages.

Signature

Date