**EPPING SCHOOL DISTRICT**

**ADMINISTRATIVE ASSISTANT’S EVALUATION REPORT**

**NAME: BUILDING:**

**DATE: POSITION:**

**SUPERVISOR: REVIEW DATE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **4.** Exceeds Standard | **3.** Meets | **2.** Needs Improvement | **1.** Does not meet standard |
| Knowledge and skill levels are substantially above those required for effective job performance. Employee keeps abreast of new developments and applies them on the job always seeking to improve performance effectiveness. | Employee uses expected levels of knowledge and skills for effective performance of all responsibilities. Keeps abreast of new developments. | Knowledge and skill used by the employee in performing the job do not consistently meet job requirements. Employee needs to improve skills and knowledge to continue in this job. | Employee does not possess or use knowledge and skills necessary to meet current job requirements**.** |

**\*\*Ratings should be supported with comments.\*\***

**Competencies 4. 3. 2. 1.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Demonstrates depth of knowledge in preforming the job. |  |  |  |  |
| 2. | Produces high quality results in work assignments. |  |  |  |  |
| 3. | Applies job knowledge to identify problems and develop appropriate solutions. |  |  |  |  |
| 4. | Prepares and maintains accurate and complete records. |  |  |  |  |
| 5. | Utilizes available resources to achieve job results. |  |  |  |  |
| 6. | Understands, applies and adheres to District and school/departmental policies, procedures and work rules. |  |  |  |  |
| 7. | Is able to work with noise levels of a typical office. |  |  |  |  |
| 8. | Performs the essential functions of the job as outlined in the employee’s job description. |  |  |  |  |

Comments:

**Job Initiative and Professionalism 4. 3. 2. 1.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Accepts, seeks and/or takes initiative for new responsibilities, assignments and/or projects and initiates and takes action for improvements. |  |  |  |  |
| 2. | Responds confidently to the demands of work when confronted with change, adversity or other challenges (adapts well to change in the work environment). |  |  |  |  |
| 3. | Safeguards confidential and privileged information. |  |  |  |  |

**Job Initiative and Professionalism (Continued) 4. 3. 2. 1.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4. | Demonstrates an interest in learning; keeps current in field (i.e., participates in ongoing professional development). |  |  |  |  |
| 5. | Positively represents the District in the work place and public environment; exhibits professional demeanor, including appropriate dress, grooming, hygiene and language. |  |  |  |  |
| 6. | Arrives to work on time and is prudent in use of leave and adheres to leave policies. |  |  |  |  |
| 7. | Follows safe work practices and promptly reports safety hazards. |  |  |  |  |

Comments:

**Communication Effectiveness 4. 3. 2. 1.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Expresses self clearly, both orally and in writing, including conveying and receiving messages clearly. |  |  |  |  |
| 2. | Applies appropriate style, spelling, grammar and punctuation to written document accurately. |  |  |  |  |
| 3. | Practices exceptional telephone and e-mail etiquette. |  |  |  |  |
| 4. | Demonstrates active listening skills. |  |  |  |  |
| 5. | Initiates and gives feedback professionally. |  |  |  |  |

Comments:

**Quality Customer Service (District Employees and the Public Sector) 4. 3. 2. 1.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Anticipates customer needs and takes a proactive approach toward customers with regard to services. |  |  |  |  |
| 2. | Gives a high priority to customer satisfaction overall (availability, responsiveness and timeliness). |  |  |  |  |
| 3. | Maintains composure, demonstrates constraints and self-control in difficult situations. |  |  |  |  |

Comments:

**Task and Time Management 4. 3. 2. 1.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Manages and prioritizes time and resources in order to successfully complete projects on time. |  |  |  |  |
| 2. | Minimizes the development of crisis. |  |  |  |  |
| 3. | Ability to act independently without specific instructions. |  |  |  |  |
| 4. | Ability to multi-task and work under pressure to meet deadlines. |  |  |  |  |

Comments:

**Technology and Office Equipment Proficiency 4. 3. 2. 1.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Exhibits adequate knowledge of applicable software systems. |  |  |  |  |
| 2. | Applies technology to maximize job performance. |  |  |  |  |
| 3. | Exhibits proficiency with functions of the photocopier, printer, calculator and other office equipment by normal operation and utilization of machine special features, and cares for district property, proper and safe use of equipment. |  |  |  |  |

Comments:

**Teamwork and Collaboration 4. 3. 2. 1.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Treats all persons with respect and civility. |  |  |  |  |
| 2. | Delegates and/or shares responsibility and follows up to ensure success. |  |  |  |  |
| 3. | Values diversity and resolves conflicts professionally. |  |  |  |  |
| 4. | Develops and maintains professional relationships. |  |  |  |  |
| 5. | Maintains high standards and quality of work sharing knowledge/experience freely with others. |  |  |  |  |
| 6. | Demonstrates problem solving and decision making skills. |  |  |  |  |

Comments:

**Performance Appraisal Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **4.** Exceeds Standard | **3.** Meets | **2.** Needs Improvement | **1.** Does Not Meet Standard |
| Competencies |  |  |  |  |
| Job Initiative and Professionalism |  |  |  |  |
| Communication Effectiveness |  |  |  |  |
| Quality Customer Service |  |  |  |  |
| Task and Time Management |  |  |  |  |
| Technology and Office Equipment Proficiency |  |  |  |  |
| Teamwork and Collaboration |  |  |  |  |

1.) Employee’s Strengths:

2.) Areas for growth:

3.) Overall Job Evaluation-Check appropriate rating and provide comments:

**Unsatisfactory** **Needs Improvement** **Satisfactory** **Outstanding**

**Comments:**

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**Supervisor’s Signature** **Date**

Employee signature indicates receipt of evaluation. Signature does not indicate agreement with evaluation. Employee may attaché additional comments.

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**Employee’s Signature** **Date**