

# WARREN WOODS PUBLIC SCHOOLS

## Administrative Professional Assistant/Clerical Performance Assessment

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Building: \_\_\_\_\_ Position: \_\_\_\_\_

Please check all that apply:

- Probationary
- Non-Probationary
- Job description - reviewed and current

Conference Date:

Assessment Date:

### 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**

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**SCHOOL**

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**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

## **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

## **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 when and how to make appropriate decisions

(SCHOOL DISTRICT)

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