



**Secretaries, Clerks, & Confidential Employee
Performance Review:**

Core Performance Expectations

Employee Name:

Evaluation Date:

Job Title:

Type of Review:

Building:

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
1. The Employee effectively participates as a team member.				
Evaluator Comments:				

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
2. The Employee communicates effectively and in a timely manner to their supervisor, students, co-workers, and the public.				
Evaluator Comments:				

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
3. The employee demonstrates concern and caring for the students, co-workers, and the public.				
Evaluator Comments:				

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
4. The employee demonstrates a positive attitude such as smiling, eye contact, and is willing to assist students, co-workers, and the public as needed.				
Evaluator Comments:				

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
5. The employee accepts responsibility for their duties and for their actions.				
Evaluator Comments:				

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
6. The employee completes all assigned work in a timely manner per their job description and willingly adjusts to changes in workload demands and/or work assignments.				
Evaluator Comments:				

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
7. The employee uses resources appropriately, efficiently, and effectively.				
Evaluator Comments:				

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
8. The employee reviews their own work and makes an effort to improve their personal performance. She/he seeks information from others when necessary and appropriate.				
Evaluator Comments:				

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
9. The employee maintains confidentiality. She/he addresses questions and/or concerns in an appropriate manner and seeks to resolve problems at the lowest level.				
Evaluator Comments:				

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
10. The employee completes work assignments thoroughly and correctly while anticipating and accounting for potential problems.				
Evaluator Comments:				

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
11. The employee seeks appropriate help when difficult situations arise.				
Evaluator Comments:				

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
12. The employee responds to supervisory direction positively, listens to direction, and follows through.				
Evaluator Comments:				

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
13. The employee completes required training and takes initiative in learning new methods or processes. She/he willingly assists co-workers as needed or requested.				
Evaluator Comments:				

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
14. The employee dresses appropriately for work responsibilities and practices good grooming habits.				
Evaluator Comments:				

Criterion:	Exceeds Expectations	Meets Expectations	Needs Improvement	N/A
15. The employee's attendance:				
Evaluator Comments:				

Evaluator's Recommendation:

Evaluator's Summative Comments (Optional):

I have read my performance evaluation and discussed it with my supervisor. My signature means that I have been advised of my performance and does not necessarily mean that I agree with this evaluation or the feedback about my performance. I understand that I may write a response to this evaluation on a separate sheet of paper.

Employee Signature

Date

Evaluator's Signature

Date

Administrator's Signature (If not evaluator)

Date