

**WARREN COUNTY SCHOOLS**

**ADMINISTRATIVE ASSISTANT/CLERICAL  
PERFORMANCE APPRAISAL INSTRUMENT**

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

	Superior	Above Standard	At Standard	Needs Improvement	Unsatisfactory	Not Applicable
<b>A. PERSONAL TRAITS</b>						
1. Exhibits neatness in dress						
2. Has no distracting mannerisms						
3. Shows competency in oral and written English						
4. Speaks in a clear and distinct voice						
5. Projects a positive attitude						
6. Shows enthusiasm for work						
7. Is prompt and consistent in attendance						

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. GENERAL OFFICE MANAGEMENT**

8. Show good judgment in office management techniques						
9. Displays a warm and friendly manner and exercises self-control in dealing with visitors, staff, and students						
10. Has an understanding and working knowledge of the content area for work assignments						
11. Has the ability to follow minimally detailed written and oral instruction without constant supervision						
12. Utilizes time wisely and meets deadlines for assigned task						

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Superior	Above Standard	At Standard	Needs Improvement	Unsatisfactory	Not Applicable
<b>C. CLERICAL DUTIES</b>						
13. Is able to check and record data accurately and in minimal time						
14. Is able to operate office equipment applicable to work assignment						
15. Maintains equipment and supplies in a clean and orderly manner						
16. Handles school system reports effectively and accurately						
17. Maintains an accurate filing system						
18. Routes communications accurately and effectively including phone calls, messages, memos, mail, etc.						

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>D. PROFESSIONAL TRAITS</b>						
19. Consistently upholds state, local, and school policies						
20. Is professional in handling confidential information						
21. Accepts leadership and supervision from supervisor						
22. Is open to suggestions and criticism						
23. Maintains effective working relationships with other employees						
24. Strives for self-improvement both personally and professionally						

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EVALUATOR'S SUMMARY COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE'S REACTION TO EVALUATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVALUATOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_