

MGSD CLASSIFIED CLERICAL EMPLOYEE PERFORMANCE EVALUATION FORM

NAME _____ JOB TITLE _____
 SCHOOL/DEPARTMENT _____ DATE _____

Area Assessed	Not Demonstrated <input type="checkbox"/>	Developing <input type="checkbox"/>	Proficient <input type="checkbox"/>	Accomplished <input type="checkbox"/>	Distinguished <input type="checkbox"/>
1. Quality of Work, & Leadership Skills	Is not positively impacting the office/school environment, inconsistent effectiveness in clerical role and lacks professionalism as evidenced in documented concerns. <i>(Comments below)</i>	Assists in meeting the needs of stakeholders as directed by the administrator/supervisor. Sometimes completes tasks when the need arises. Sometimes takes the initiative to address needs of stakeholders.	Assists administrator/supervisor in establishing an organized and well-managed office/school environment with acceptable work habits and minimal mistakes while addressing the needs of stakeholders.	Assists administrator/supervisor in communicating vision and creating a collaborative office/school culture that aligns with the mission while taking the initiative to address needs of stakeholders.	Consistently exhibits superior quality of work and accuracy in carrying out clerical tasks while attending to the needs of administration and addressing the needs of all stakeholders with little or no supervision.
Comments/Recommendations:					
Area Assessed	Not Demonstrated <input type="checkbox"/>	Developing <input type="checkbox"/>	Proficient <input type="checkbox"/>	Accomplished <input type="checkbox"/>	Distinguished <input type="checkbox"/>
2. Job Knowledge, Initiative, and Ethics	Inconsistent knowledge and understanding of clerical role; does not take any initiative and lacks ethics as evidenced in documented concerns. <i>(Comments below)</i>	Demonstrates some knowledge and understanding of clerical role; is coached regularly on how to meet needs of administration and is reminded of ethics and professional standards.	Sufficiently displays knowledge of role and responsibilities and completes tasks as instructed by administrator/supervisor. Appears to be ethical in practice.	Assists in meeting the needs of the administration and the stakeholders through ethical and sound practices; meets the overall need without prompting; encourages others to do the same.	Consistently demonstrates a keen understanding of role and takes the initiative to meet the needs of administration and stakeholders in an ethical manner while encouraging others to do the same.
Comments/Recommendations:					

Area Assessed	Not Demonstrated <input type="checkbox"/>	Developing <input type="checkbox"/>	Proficient <input type="checkbox"/>	Accomplished <input type="checkbox"/>	Distinguished <input type="checkbox"/>
3. Dependability and Professionalism	Inconsistent display and understanding of professionalism; does not report to work regularly or in a timely manner and/or tends to leave work early; is not professional in appearance and communication as evidenced in documented concerns. <i>(Comments below)</i>	Understands the role and responsibilities, but requires supervision for tasks to be completed accurately; has been reminded of expectations regarding professional appearance and effective communication.	Reasonably demonstrates professionalism within the assigned role by reporting to work on time, performing duties as expected with some supervision, and being professional in both appearance and communication.	Consistently demonstrates professionalism by reporting to work in a timely manner, is reliable in performing duties with little to no supervision, and is professional in appearance and communication with colleagues, students, and parents.	Has a superior quality of professionalism as evidenced by reporting to work, meetings, and school events outside of required hours, performs duties accurately with no supervision, is consistently professional in appearance and communication with all stakeholders.

Comments/Recommendations:

Area Assessed	Not Demonstrated <input type="checkbox"/>	Developing <input type="checkbox"/>	Proficient <input type="checkbox"/>	Accomplished <input type="checkbox"/>	Distinguished <input type="checkbox"/>
4. Professional Attitude and Demeanor	Inconsistent display and understanding of vision and mission; does not communicate professionally with all stakeholders; does not follow established policies, procedures, and protocols as evidenced in documented concerns. <i>(Comments below)</i>	Understands the vision and mission of the school and district but has difficulty communicating professionally with all stakeholders. Follows established policies, procedures, and protocol most times.	Reasonably promotes the vision and mission of the school and district by communicating professionally as expected with all stakeholders and following established policies, procedures and protocol.	Consistently promotes the vision and mission of the school and/or district by having a pleasant and positive attitude, communicating effectively without bias, and following established policies, procedures and protocol.	Enthusiastically promotes the vision and mission of the school and/or district by having a pleasant and positive attitude, communicating effectively without bias, and following established policies, procedures and protocol while encouraging others to do the same.

Comments/Recommendations:

Area Assessed	Not Demonstrated <input type="checkbox"/>	Developing <input type="checkbox"/>	Proficient <input type="checkbox"/>	Accomplished <input type="checkbox"/>	Distinguished <input type="checkbox"/>
<p>5. Overall Performance and Self-Improvement</p>	<p>Inconsistent display and understanding of assigned role and overall performance is poor. Does not accept constructive criticism and does not follow through with suggestions for improvement. Appears to not be loyal to the organization and does not use professional discretion, as expected.</p> <p><i>(Comments below)</i></p>	<p>Appears to understand the assigned role. Has difficulty performing in the role, as expected. Struggles to accept constructive criticism and has difficulty following through with suggestions for improvement. Appears to be loyal to the organization.</p>	<p>Reasonably performs in assigned role, as expected. Accepts constructive criticism and suggestions on how to enhance and improve practices. Tends to display loyalty to the organization and most times practices professional discretion.</p>	<p>Consistently performs in assigned role at a high standard and inquires about how to enhance and improve in current practices. Displays loyalty to the organization and practices discretion when addressing any and all school and district matters. discreet.</p>	<p>Performs in current role with a standard of excellence and is consistently reflective about how to enhance and improve in the role. Regularly displays loyalty to the organization and is discreet regarding all school and district matters while encouraging others to do the same.</p>

Comments/Recommendations:

Employee Comments:

Evaluator Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____