



Craven County Schools
Performance Excellence Signature Sheet for Secretaries & Bookkeepers

Employee Position Site School Year

Fall
Employee's Signature: Date:

Evaluator's Signature: Date:

(Please initial for each document reviewed and received)

- Reviewed & Copy Received Signature Sheet
Reviewed & Copy Received General Indicators
Reviewed & Copy Received Individual Growth Plan
Reviewed & Copy Received Employee and Supervisor's Comments

Mid-Year
Employee's Signature: Date:

Evaluator's Signature: Date:

(Please initial for each document reviewed and received)

- Reviewed & Copy Received Signature Sheet
Reviewed & Copy Received General Indicators
Reviewed & Copy Received Individual Growth Plan
Reviewed & Copy Received Employee and Supervisor's Comments

Summative
Employee's Signature: Date:

Evaluator's Signature: Date:

(Please initial for each document reviewed and received)

- Reviewed & Copy Received Signature Sheet
Reviewed & Copy Received General Indicators
Reviewed & Copy Received Individual Growth Plan
Reviewed & Copy Received Employee and Supervisor's Comments

\*\* Did employee meet performance goal(s)? [ ] Yes [ ] No [ ] Goal(s) to be continued

Name: \_\_\_\_\_

Site: \_\_\_\_\_

Year: \_\_\_\_\_

GENERAL INDICATORS FOR SECRETARIES AND BOOKKEEPERS		FALL				MID-YEAR				SUMMATIVE			
		U	N	S	E	U	N	S	E	U	N	S	E
1.	<i>Attends work daily and conforms to established work schedule.</i>												
2.	<i>Gives 24 hour notice of non-emergency absences and comp. time use.</i>												
3.	<i>Reports to work on time and begins work promptly after breaks.</i>												
4.	<i>Has a clean, organized work area and shares in department cleaning.</i>												
5.	<i>Able to organize and use time efficiently to maximize productivity.</i>												
6.	<i>Completes job tasks and meets standards with minimal supervision.</i>												
7.	<i>Is consistent in following safety procedures.</i>												
8.	<i>Takes proper care and use of equipment.</i>												
9.	<i>Prioritizes work to meet deadlines.</i>												
10.	<i>Is knowledgeable about job and shows attention to detail and accuracy.</i>												
11.	<i>Reports are accurate, complete and on time.</i>												
12.	<i>Attendance sheets and timesheets are prompt and accurate.</i>												
13.	<i>Fosters communication for purposes of collaboration on work assignments</i>												
14.	<i>Participates as a cooperative and productive team member.</i>												
15.	<i>Shows courtesy and respect in interactions with people to establish harmonious work relationships.</i>												
16.	<i>Demonstrates evidence of professional growth.</i>												
17.	<i>Strives for continuous improvement.</i>												
18.	<i>Demonstrates initiative in job responsibilities and meets productivity.</i>												
19.	<i>Strives for continuous improvement through PDSA.</i>												
20.	<i>Limits personal business during work time.</i>												
21.	<i>Willing to carry out directions and achieve department work goals.</i>												
22.	<i>Has the ability to take constructive suggestions.</i>												
23.	<i>Accepts responsibility for performance.</i>												
24.	<i>Conveys pride in job performance.</i>												
25.	<i>Conforms to established dress code and has a neat appearance.</i>												
26.	<i>Adheres to federal and state laws and regulations pertaining to employment and education, Board of Education policies, and work site rules.</i>												
27.	<i>Respects privacy and confidentiality of school related matters.</i>												
OVERALL RATING													
* U = UNSATISFACTORY   N = NEEDS IMPROVEMENT   S = SATISFACTORY   E = EXCELLENT													

# INDIVIDUAL GROWTH PLAN FOR SECRETARIES & BOOKKEEPERS

Name: \_\_\_\_\_

Site: \_\_\_\_\_

Year: \_\_\_\_\_

## EMPLOYEE IMPROVEMENT GOALS

**Goal 1– Required:** Identify a goal for improvement based on an analysis of your General Indicators results.

**Goal 2- Optional:** Identify a goal for improvement based on an analysis of your General Indicators results.

**Write a brief summary of progress made towards accomplishing your goal(s).**

