



Pamlico 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

Year: _____

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

INDIVIDUAL GROWTH PLAN FOR SECRETARIES & BOOKKEEPERS

Name: _____

Site: _____

Year: _____

SECRETARY/BOOKKEEPER 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).

Name: _____

Site: _____

Year: _____

SECRETARY/BOOKKEEPER'S COMMENTSThis image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There is a vertical margin line on the left side, creating a narrow left margin. The paper appears to be from a notebook or a standard ruled document.

SUPERVISOR'S COMMENTS

[illegible]