CAJON VALLEY UNION SCHOOL DISTRICT

CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION

A-83
SECRETARIAL
(rev. 12/2024)

EMP NAME:		**EMP ID:**		**SECTION A**				
JOB TITLE:		**DATE DUE:**		Any checks indicated in *Needs to Improve* and/or *Unsatisfactory* must be explained in Section E.				
SITE / DEPT:		☐ 3rd Month ☐ 5th Month ☐ Annual / Perm ☐ *Unscheduled*						

		OUTSTANDING	COMPETENT / MEETS STANDARDS	NEEDS IMPROVEMENT	UNSATISFACTORY	DOES NOT APPLY
GENERAL SKILLS						
1	Complies with all policies, regulations and procedures.	n/a	☐	☐	☐	☐
2	Maintains a good attendance record.	n/a	☐	☐	☐	☐
3	Observes time/work schedules.	n/a	☐	☐	☐	☐
4	Presents an appropriate appearance.	n/a	☐	☐	☐	☐
5	Uses materials/equipment safely and economically.	☐	☐	☐	☐	☐
6	Plans, organizes, and prioritizes work effectively.	☐	☐	☐	☐	☐
7	Relates respectfully and courteously to students.	☐	☐	☐	☐	☐
8	Responds to need of community/parents/teachers in a professional manner.	☐	☐	☐	☐	☐
9	Works courteously and relates effectively with fellow employees.	☐	☐	☐	☐	☐
10	Exhibits ability to work independently.	☐	☐	☐	☐	☐
11	Accepts change and demonstrates flexibility.	☐	☐	☐	☐	☐
12	Completes satisfactory volume of work within a reasonable time frame.	☐	☐	☐	☐	☐
13	Demonstrates ability to make independent judgments.	☐	☐	☐	☐	☐
14	Willingly accepts suggestions/directions.	☐	☐	☐	☐	☐
15	Shows interest in self-improvement.	☐	☐	☐	☐	☐
16	Understands department/school objectives and works to achieve them.	☐	☐	☐	☐	☐
17	Keeps lines of communication open between self and supervisor.	☐	☐	☐	☐	☐
SECRETARIAL SKILLS						
18	Demonstrates typing and proofreading ability to produce a quality document.	☐	☐	☐	☐	☐
19	Demonstrates ability in shorthand and/or transcription.	☐	☐	☐	☐	☐
20	Uses courteous, professional telephone techniques.	☐	☐	☐	☐	☐
21	Maintains confidentiality.	☐	☐	☐	☐	☐
22	Shows ability to compose various types of correspondence.	☐	☐	☐	☐	☐
23	Uses basic bookkeeping procedures to maintain records and budgets.	☐	☐	☐	☐	☐
24	Demonstrates leadership and assists in motivating others.	☐	☐	☐	☐	☐
25	Uses English language appropriately.	☐	☐	☐	☐	☐
26	Demonstrates ability to supervise work assignments of other office helpers	☐	☐	☐	☐	☐
27	Uses business machines, including computers.	☐	☐	☐	☐	☐
28	Demonstrates ability to complete complex, detailed assignments.	☐	☐	☐	☐	☐

SUMMARY EVALUATION: Check OVERALL performance

☐ Outstanding ☐ Competent / Meets Standards ☐ Needs to Improve ☐ Unsatisfactory

*Overall rating below "Competent/Meets Standards" will NOT be forwarded to the employee's Personnel File for ten (10) working days after receipt of his/her copy.

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See next page for comments and signatures...

SECTION B: Record job STRENGTHS and superior performance.

SECTION C: Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance for personal or job qualification.

SECTION D: Record specific GOALS OR IMPROVEMENT PROGRAMS to be undertaken during the next evaluation period.

SECTION E: Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. *Explain checks in Column D*.

ADDITIONAL COMMENTS:

EMPLOYEE:

I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement.

Signature: _____

Date: _____

EVALUATER:

Signature: _____

Print Name: _____

Title: _____

Date: _____

FOR 5TH MONTH EVALUATION

☐ I DO ☐ I DO NOT

recommend this employee be granted permanent status.