



CLERICAL EVALUATION FORM

Name:

Title:

School/Department:

Date:

KEY: 4 Exceeds Expectations 3 Meets Expectations 2 Needs Improvement 1 Unsatisfactory N/A Not applicable

	1	2	3	4	NA
1. Is punctual and reliable in attendance.	☐	☐	☐	☐	☐
2. Demonstrates knowledge of job responsibilities and office procedures.	☐	☐	☐	☐	☐
3. Performs job responsibilities in an organized, efficient manner.	☐	☐	☐	☐	☐
4. Maintains and updates files and records in a timely, accurate and organized manner, with attention to ease of retrieval, and appropriate use of technology and software applications.	☐	☐	☐	☐	☐
5. Follows policies and procedures in performing job responsibilities.	☐	☐	☐	☐	☐
6. Completes assigned tasks in a timely and accurate manner.	☐	☐	☐	☐	☐
7. Prepares and submits reports in an accurate and timely manner, if applicable.	☐	☐	☐	☐	☐
8. Handles and responds to work related correspondence, calls, and other communications courteously. Is competent in the use of office technology and job-related software.	☐	☐	☐	☐	☐
9. Is professional and courteous in interactions. Relates positively with others, including staff, parents, community members, and external parties.	☐	☐	☐	☐	☐
10. Responds promptly and cooperatively to requests for information or assistance.	☐	☐	☐	☐	☐

	1	2	3	4	N/A
11. Displays attention to detail, avoids errors, and strives to assure accuracy.	☐	☐	☐	☐	☐
12. Demonstrates initiative and resourcefulness Accepts guidance and suggestions.	☐	☐	☐	☐	☐
13. Volunteers for projects beyond the normal scope of duties.	☐	☐	☐	☐	☐
14. Seeks opportunities for professional growth and development, including enrollment in courses, workshops, and other staff development.	☐	☐	☐	☐	☐

Evaluator's Comments:

Employee's Comments:

Evaluator Signature: _____ *(Use additional pages if necessary)* **Date:** _____

Employee Signature: _____ **Date:** _____

(The employee's signature indicates that he/she and the evaluator have discussed this evaluation and does not necessarily indicate agreement with the evaluation)