



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.	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 for continuous improvement through PDSA.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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).

Name: _____

Site: _____

Year: _____

SECRETARY/BOOKKEEPER'S COMMENTS

This 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]