

RED CLAY CONSOLIDATED SCHOOL DISTRICT
 Wilmington, Delaware
 Classified Personnel Performance Report
 Secretarial / Clerical

Form A

NAME	(last)	(first)	(initial)
			<input type="checkbox"/> probationary <input type="checkbox"/> annual <input type="checkbox"/> special
POSITION	WORK LOCATION		Appraisal Period
			From _____ To _____

RATING AND COMMENTS

FACTORS

Check the one item that best describes the employee's performance. Every area marked "Needs Improvement" or "Unsatisfactory" must have comments.

<u>EXEMPLARY</u>	<u>EFFECTIVE</u>	<u>NEEDS IMPROVEMENT</u>	<u>UNSATISFACTORY</u>
More than meets job requirements.	Consistently meets job requirements.	Need to improve in job performance.	Does not meet job requirements.

	<u>EXEMPLARY</u>	<u>EFFECTIVE</u>	<u>NEEDS IMPROVEMENT</u>	<u>UNSATISFACTORY</u>
JOB KNOWLEDGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
Consider the employee's knowledge of his/her job requirements without further training or experience.				

	<u>EXEMPLARY</u>	<u>EFFECTIVE</u>	<u>NEEDS IMPROVEMENT</u>	<u>UNSATISFACTORY</u>
QUALITY OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
Consider the quality of work, (accuracy, thoroughness, neatness) produced by the employee regardless of the quantity; demonstrates pride in work performance.				

	<u>EXEMPLARY</u>	<u>EFFECTIVE</u>	<u>NEEDS IMPROVEMENT</u>	<u>UNSATISFACTORY</u>
QUANTITY OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
Consider the quantity of the work (amount of acceptable work accomplished; promptness in completing assignments) produced by the employee regardless of the quality.				

NAME _____

	EXEMPLARY	EFFECTIVE	NEEDS IMPROVEMENT	UNSATISFACTORY
ADAPTABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Consider the ability of the employee to learn; to grasp new ideas, master new work, and remember instruction; to adjust quickly to unexpected changes in daily job situations.

	EXEMPLARY	EFFECTIVE	NEEDS IMPROVEMENT	UNSATISFACTORY
DEPENDABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Consider how reliable the employee is and the extent to which you can trust the employee to carry out assignments conscientiously.

	EXEMPLARY	EFFECTIVE	NEEDS IMPROVEMENT	UNSATISFACTORY
INITIATIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Consider the ability of the employee to take hold of job on his/her own; to suggest and try new ideas, keep busy without continual supervision. (Is self-motivated)

	EXEMPLARY	EFFECTIVE	NEEDS IMPROVEMENT	UNSATISFACTORY
COOPERATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Consider the extent to which the employee cooperates with fellow employees and supervisor; attitude toward job and company policies.

	EXEMPLARY	EFFECTIVE	NEEDS IMPROVEMENT	UNSATISFACTORY
PUBLIC RELATIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Consider if the employee is courteous, attentive, and polite to the public (both on telephone and in person).

NAME _____

	EXEMPLARY	EFFECTIVE	NEEDS IMPROVEMENT	UNSATISFACTORY
WORK HABITS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Consider how the employee organizes work, cares for equipment and the appearance of his/her work area; also, how his/her follow health and safety requirements.

	EXEMPLARY	EFFECTIVE	NEEDS IMPROVEMENT	UNSATISFACTORY
ATTENDANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Consider the employee's promptness for work; regularly on time, and provides proper notice when absent or late.

EVALUATION SUMMARY

OVERALL RATING:	EXEMPLARY	EFFECTIVE	NEEDS IMPROVEMENT	UNSATISFACTORY
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYEE COMMENTS ON EVALUATION (Optional):

=====

SIGNATURE OF EMPLOYEE: _____ (Does not necessarily indicate agreement with job review.)

SIGNATURE OF EVALUATOR: _____ TITLE: _____ DATE: _____

APPROVAL BY CENTRAL OFFICE: _____ TITLE: _____ DATE: _____

White: Personnel File
 Yellow: Employee Copy
 Pink: Supervisor Copy