

DISTRICT 742 COMMUNITY SCHOOLS
Performance Review Report
Clerical Staff

Employee: _____ **Location:** _____
Current Position: _____ **No. of Years in Position:** _____ **Probationary: Yes** _____ **No** _____
Date: _____ **Supervisor/Administrator:** _____
Attendance Record: No. of Days Absent _____ **No. of Days Tardy** _____

Directions: Rate the employee's typical level of performance over the entire evaluation period by placing an "X" in the appropriate blank. Within the comment sections beneath the performance factors, provide specific examples that will support or clarify the effectiveness rating.

Rating Scale:

Not Applicable: Does not apply to position.
Outstanding: Performance is consistently exceptional and recognizable as being the highest of quality.
Above Average: Performance is occasionally above average when meeting the standards of the job.
Acceptable: Performance consistently meets the standards of the job.
Needs Development: Performance is generally acceptable but with room for improvement in some aspect(s).
Not Acceptable: Performance is clearly unsatisfactory and performance must improve in most areas.

Rating						Performance Factors
Not Applicable	Outstanding	Above Average	Acceptable	Needs Dev.	Not Acceptable	
_____	_____	_____	_____	_____	_____	1. Job Knowledge and Performance: Completes work thoroughly, accurately and according to specifications and district procedures within expected time frame. a. Applies work procedures/skills required of the position, including those for safety. b. Operates and maintains all equipment used on the job successfully. c. Follows directions completely and accurately. d. Works at a steady, efficient pace. e. Prepares and maintains neat, accurate, and readily accessible records. f. Demonstrates ability to make improvements in written materials (grammar, punctuation, spelling and editing).
_____	_____	_____	_____	_____	_____	2. Dependability and Commitment to Job: Demonstrates a consistent, dependable work effort and positive attitude. a. Arrives to work both consistently and on time. b. Accepts and fulfills assigned work with a positive attitude. c. Demonstrates appropriate level of initiative. d. Follows through on assignments until completed. e. Conscientiously limits personal telephone use.
_____	_____	_____	_____	_____	_____	3. Communication: Communicates completely and accurately in oral, written, and non-verbal form. a. Provides complete and accurate information to others as needed. b. Demonstrates positive interpersonal skills with adults inside/outside of the work area. c. Demonstrates positive interpersonal skills with students. d. Demonstrates ability to work as a team member. e. Maintains confidentiality. f. Accepts and offers constructive criticism in a positive manner.

Employee: _____ Location: _____

Not Applicable	Outstanding	Above Average	Acceptable	Needs Dev.	Not Acceptable
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- 4. Problem Solving: Demonstrates the ability to recognize and respond successfully to problems.**
- a. Willingly asks questions.
 - b. Demonstrates suitable alternative course of action and maintains composure when confronted by problems.
 - c. Effectively communicates the cause of a problem to the appropriate individuals.

Not Applicable	Outstanding	Above Average	Acceptable	Needs Dev.	Not Acceptable
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- 5. Organization and Coordination: Organizes and prioritizes as necessary.**
- a. Obtains information needed to effectively complete a task.
 - b. Prepares, delegates, and monitors work as necessary.
 - c. Organizes and maintains orderly files and work areas.
 - d. Displays flexibility in adjusting workload and schedule, using time appropriately.

PERFORMANCE SUMMARY/COMMENTS:

Type of Evaluation: _____ 30 Day _____ 60 Day _____ Annual _____ Other

Date Performance Conference Held: _____

It is understood that in signing this performance appraisal form, the employee acknowledges having seen and discussed its contents. Signing of the form by the employee does not necessarily mean agreement. However, refusal to sign the form in no way invalidates the report or its contents.

The employee has the right to add his/her comments:

Please sign and send a copy to Human Resources at the District Administration Office.

SIGNATURES:

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Unit Administrator: _____

Date: _____