## ADMINISTRATIVE ASSISTANT FOR DISTRICT CHIEF OF POLICE Summative Appraisal Form

Name		Location
Appraisal Period: From	_ to	Date of Review

### Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

#### **Rating Scale**

5	Clearly Outstanding:	Performance is consistently far superior to what is normally expected.
4	Exceeds Expectations:	Performance demonstrates increased proficiency and is consistently above expectations.
3	Meets Expectations:	Performance meets expectations and presents no significant problems.
2	Below Expectations:	Performance is consistently below expectations and significant problems exist.
1	Unsatisfactory:	Performance is consistently unacceptable.

0 Not Applicable

### JOB PERFORMANCE STATEMENTS

#### **General Duties**

- \_\_\_\_1. Able to be on call after hours.
- \_\_\_\_\_2. Organizes and manages the routine work activities in the assigned District Chief of Police department.
- \_\_\_\_\_3. Prepares correspondence, forms, reports, etc. for the department head and other department staff members that have excess to a typewriter and computer.
- \_\_\_\_\_4. Assists in compiling information for preparing various reports for the department.
- \_\_\_\_\_5. Receives incoming calls, takes reliable messages and routes all to appropriate staff.
- 6. Receives, sorts and distributes mail and other documents to other department staff members.
- \_\_\_\_\_7. Maintains department files.
- 8. Performs all routine bookkeeping tasks, including simple arithmetic operations for the department.
- 9. Keeps informed of and in compliance with all state and district policies and regulations concerning primary duty functions.

#### COMMENTS: \_\_\_\_\_

# Other

10. Performs other duties assigned by supervisor	rs.
11. Maintains confidentiality of information.	
COMMENTS:	
What strengths does	possess?
What are some improvements	can make to ensure a higher degree of
success for students on this campus/department?	can make to ensure a higher degree of
Summative Conference Comments:	
Recommendation of Evaluator: I have read and recei	ved a copy of this evaluation. I have reviewed this
instrument.	
Renewal and/or Extension of Assignment Non-renewal of Assignment	
Termination of Assignment	
Non-extension of Assignment	
Administrator's (Print Name)	Date
Administrator's (Signature)	Date
Employee's Signature	Date

ADMINISTRATIVE ASSISTANT FOR DISTRICT CHIEF OF POLICE REVISED 2014-2015