

# Wolf Creek Clerical Staff Performance Evaluation Form

Employee: \_\_\_\_\_

Date \_\_\_\_\_

Evaluator(s) \_\_\_\_\_

Job Title \_\_\_\_\_

The purpose of this performance review is to identify specific indicators of achievement, to evaluate areas of greatest or least effectiveness, to stimulate improved performance, to develop mutually understood goals, and to provide career development guidance. This tool is meant to be used for growth and development purposes. Performance reviews are placed in the employees' official personnel file.

### Definitions of Terms:

- Exceptional**      **Far exceeded the normal expectations for the position. (*This rating must include comments*)**
- Above Standard**      **Accomplishments were above expected level or essential requirements**
- Meets Standard**      **Performance was consistently acceptable but did not exceed job requirements**
- Below Standard**      **Performance met essential requirements of job: however, work required tuidance and checking. Improvement should be expected**
- Unsatisfactory**      **Performance obviously substandard; needed a high degree of supervision and direction. Deficiencies were clearly evident. (*This rating must include comments*)**
- N/A**      **Not applicable to specific job description.**

<b>Instructions:</b> Listed on this form are a number of traits, abilities, and characteristics that are important in the successful completion of most assignments. Place an "X" mark in the rating column, under the single rating description which most nearly describes the performance of the person being evaluated. Comments should address job content and be used as needed	<b>Exceptional</b>	<b>Above Standard</b>	<b>Meets Standard</b>	<b>Below Standard</b>	<b>Unsatisfactory</b>
<b>Elements of Performance</b>					
<b>Adaptability:</b> Ability to learn quickly; ability to adjust to changes in job assignments, methods, personnel or surroundings. <b>Comments:</b>					
<b>Attendance:</b> Absenteeism; punctuality; remaining on the job. <b>Comments:</b>					
<b>Communications:</b> Oral and written, effective expression <b>Comments</b>					

Elements of Performance –( Continued)	Exceptional	Above Standard	Meets Standard	Below Standard	Unsatisfactory
<p><b>Cooperation:</b> Willingness to take supervision, ability to get along with co-workers and others in order to get work accomplished</p> <p><b>Comments:</b></p>					
<p><b>Customer Service:</b> Helpful attitude, positive representative of the charter school.</p> <p><b>Comments</b></p>					
<p><b>Dependability:</b> The degree the employee can be relied upon to get the job done.</p> <p><b>Comments:</b></p>					
<p><b>Health &amp; Safety:</b> Observes health &amp; safety rules and guidelines.</p> <p><b>Comments:</b></p>					
<p><b>Initiative:</b> Self-starter; finds work to do; self motivated.</p> <p><b>Comments:</b></p>					
<p><b>Job Knowledge:</b> The degree of familiarity with job procedures and equipment essential to satisfactory job performance.</p> <p><b>Comments:</b></p>					
<p><b>Planning/Prioritizing:</b> Demonstrates ability to plan and organize work, manages work priorities, allocates time and utilizes resources effectively, handles multiple assignments.</p> <p><b>Comments:</b></p>					

Elements of Performance – (continued)	Exceptional	Above Standard	Meets Standard	Unsatisfactory	Below Standard
<p><b>Problem Solving/Decision Making:</b> Identifies problems and underlying causes, gathers data, and makes timely, logical decisions based on available information. Makes decisions within scope of job assignment.</p> <p><b>Comments:</b></p>					
<p><b>Quality of Work:</b> consider accuracy; attention to detail and neatness of work. Need to re-do work; orderliness of work place.</p> <p><b>Comments:</b></p>					
<p><b>Quantity of Work/Productivity:</b> Amount of work accomplished; makes good use of work time. Completes assignments within specified time.</p> <p><b>Comments:</b></p>					
<p><b>Other:</b> _____</p> <p><b>Comments:</b></p>					
<p><b>Other:</b> _____</p> <p><b>Comments:</b></p>					

**Comments by Evaluator(s)**

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**Professional Growth Plan:**

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**Training(s) Needed:**

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**Comments by Employee:**

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**Employee Acknowledgement**

**I reviewed this report and had the opportunity to discuss it with my evaluator(s). My signature does not necessarily mean that I agree with the evaluation. I understand that I may attach comments if I desire.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**Evaluator(s)**

**This report is based on my/our observation and/or knowledge. It represents my/our best judgment of the employee's performance.**

\_\_\_\_\_  
Signature of Evaluator(s)

\_\_\_\_\_  
Date