

**Ironton City Schools
Classified Personnel Evaluation Form
Secretarial Staff**

Employee: _____ Date: _____

Evaluator: _____

Performance Factors	S	NI	U	Comments
Adaptability				
Willingness to meet job requirements				
Willingness to accept suggestions				
Adjustment to change				
Ability to learn new methods				
Loyalty to the organization				
Attitude & Personality				
Is courteous and cooperative with fellow employees & students				
Practices telephone courtesy				
Displays an interest in work				
Is courteous with the public				
Has a professional appearance				
Judgment				
Ability to make realistic decisions				
Ability to plan work				
Seeks appropriate consultations when necessary				
Practices safety				
Keeps administration informed of critical issues				
Dependability				
Ability to perform duties without close supervision				
Frequency of Absence				
Frequency of Tardiness				
Does not disclose matters that are confidential in nature				
Initiative				
Strives to improve the rapport between the schools and the community				
Seeks ways to improve efficiency of his/her office operations				
Quality of Work				
Accurate				
Timeliness				
Completeness				
Thoroughness				
Neatness				
Relays messages promptly and efficiently				
Proofreads				
Manages daily workload effectively				
Displays effective time-management skills				
Office Operations				
Has a good understanding of policies, rules and regulations				
Can effectively operate office machines: copier, fax machine, etc.				
Maintains supplies & materials inventory				

S = Satisfactory, NI = Needs Improvement, U = Unsatisfactory

Items needing immediate improvement:

Evaluator's Signature _____ Date: _____

Evaluator's Comments:

Employee's Signature _____ Date: _____

By affixing my signature to this document means that I have had an opportunity to read it, but does not mean that I agree in total or in part with the contents herein.

Employee's Comments:

S = Satisfactory, NI = Needs Improvement, U = Unsatisfactory