

## Office Staff Evaluation

Employee: Sally Jones

Date: 02/15/2011

Evaluation Period: FY11

Evaluator: Bill Craig

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### Preparation and Training

Mrs. Jones consistently demonstrates appropriate foundation skills for a smoothly functioning office. Standard operating procedures are followed routinely. When new equipment, policies, or procedures are added to the expectations for the office staff, Mrs. Jones attends the appropriate training sessions and integrates the concepts learned into the daily operational routine as directed. When novel situations emerge, Mrs. Jones had demonstrated good judgement in seeking help or clarification.

#### Performance Indicators

- Demonstrated appropriate skill in the use of office equipment.
- Consistently follows standard office practices.
- Demonstrated appropriate skill and good judgement in following district clerical guidelines.
- Attended required training and integrated new procedures into daily routine as directed.
- Sought help and asked questions appropriately when confronted with novel situations.

### Daily Performance

Mrs. Jones demonstrates a clear understanding of the work that must be performed on each duty shift. An appropriate quantity of work is normally completed in the allotted time, and the quality of that work is typically good. Mrs. Jones serves as a pleasant point of first contact for school visitors and works well with minimal direct supervision. When confronted with unusual situations, Mrs. Jones typically uses good judgement in deciding which merit an immediate action or answer and which must be deferred to the administrative staff.

#### Performance Indicators

- Completes an appropriate amount of work in the allotted time.
- Quality of completed work is high.
- Works well with minimal supervision once instructions are given.
- Handles non-routine situations appropriately while completing assigned daily tasks.

### Workspace Management

Mrs. Jones consistently demonstrates good workplace awareness and technique. In all dealings with students and staff, Mrs. Jones uses good judgement and observes the approved protocols for safety and confidentiality. Mrs. Jones generally manages time well and prioritizes tasks consistent with district expectations. Excessive or inappropriate absences have not been a problem.

#### Performance Indicators

- Observes established safety protocols when using office equipment.
- Accurately inventories and appropriately orders needed office supplies.
- Manages time well to complete assigned tasks as scheduled.
- Prioritizes non-routine tasks for completion consistent with district expectations.

**Essential Behaviors**

Mrs. Jones has been dependable and reliable in the performance of assigned duties. Consistently punctual, Mrs. Jones has maintained a good record of attendance and has earned a reputation as a good worker who perseveres to complete assigned tasks. Mrs. Jones appears to have a good working relationship with other employees, our students, and the public that visits our school.

**Performance Indicators**

Demonstrates dependability.  
Demonstrates reliable consistency in the performance of assigned duties.  
Is consistently punctual for assigned duty shifts.  
Maintains solid record of attendance with absences only for approved reasons.  
Maintains good working relationship with other employees.  
Demonstrates appropriate relationship with students.  
Demonstrates appropriately helpful relationship with visitors to the school.

**Commendations**

Mrs. Jones has taken work seriously during this evaluation period. Attentive during training sessions, Mrs. Jones has integrated concepts taught into the daily operational routine. Mrs. Jones has been an important member of the office staff for this school.

**Recommendations**

1. Attend leadership workshops as assigned to improve your advancement potential.
2. You have many good ideas. Consider contributing to the employee suggestion program to improve daily efficiencies.

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**Bill Craig**  
**Principal**

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**Date**

I have discussed the information contained in this document with my supervisor and was given the opportunity to ask questions about its content.

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**Employee**

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**Date**