

SPECIALIST, HUMAN RESOURCES
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**

MAJOR RESPONSIBILITIES AND DUTIES

Employment

- ___ 1. Handles routine HR inquiries to ensure a high level of service and responsive, knowledgeable support for employees and their supervisors. Explains HR policies and practices to employees as appropriate.
- ___ 2. Coordinates employment process (e.g. processing applications, analyzing transcripts, and references, preparing announcements of vacancies, permanent positions, for the purpose of meeting district staffing requirements while complying with established guidelines.
- ___ 3. Processes new hire paperwork including criminal history information, references, and other application materials.
- ___ 4. Computes salaries on Professional, Para-Professionals and Hourly –wage employees.
- ___ 5. Inputs demographic information to employee data system and maintains changes are made during the year.
- ___ 6. Guides applicants' as they apply for Para-Professional Certification with the Texas State Board of Education.
- ___ 7. Provides the Letter of Reasonable Assurance to new hires, District Para-Professional and Auxiliary during the school year.
- ___ 8. Reviews and processes all application for summer school program and maintain all records.
- ___ 9. Obtains Bus Driver Backgrounds (Driving Records) yearly on every Bus Driver, Substitute Bus Driver and Prospective Bus Drivers.

- ___ 10. Maintains state and national criminal background checks utilizing the Texas Department of Public Safety (TXDPS), Clearinghouse following Senate Bill 9 fingerprinting requirements.

COMMENTS: _____

Records, Reports, and Correspondence

- ___ 11. Meets with all applicants to resolve any background issues and discuss with Chief Human Resources Officer.
- ___ 12. Obtains and maintains all documents necessary for fingerprint; schedules appointments and reviews results on all employees and substitutes.
- ___ 13. Prepares correspondence, forms, manuals, schedules, spreadsheets, graphs, brochures and reports for the Chief Human Resources Officer and other department staff members using personal computer.
- ___ 14. Maintains physical and computerized departmental files.
- ___ 15. Prepares professional new hire call and sign-in listing. Contacts new hires after they have been board approved. Schedules new hires to in-process and inform Employee Benefits and Support Services Department.
- ___ 16. Processes the Professional, Para-Professional, and Auxiliary new hires.
- ___ 17. Prepares, distributes and posts job vacancy announcements and advertisements.

COMMENTS: _____

Other

- ___ 18. Manages records storage and destruction process for the HR records following established records retention schedule and requirements for the Texas State Library and Archives.
- ___ 19. Assists public with information concerning position vacancies, completing the District application including typing test and scanning documents.
- ___ 20. Inputs demographic information to process background checks on prospective employees, and maintains records.
- ___ 21. Prepares and distributes position select letters for summer school programs.
- ___ 22. Assists in the recruitment of all employees by promoting the District at local job fairs.
- ___ 23. Assists in maintaining recruiting materials and displays for all job fairs.
- ___ 24. Assists with providing Retirement/Resignation process.
- ___ 25. Assists with preparation, mail and email employee retirement and resignation confirmation letters.
- ___ 26. Assists with the preparing and distributing position vacancies on Applitrack.
- ___ 27. Assists with Retirees reception etc.
- ___ 28. Performs other duties assigned by supervisor.

