

**Secretary, Chief Human Resources Officer
Summative Appraisal Form**

Name _____

School 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

- ___1. Maintains a positive and service oriented public image for the district. and promotes good public relations through telephone courtesy.
- ___2. Prepares correspondence, forms, manuals, schedules, spreadsheets, graphs, brochures and reports for the Chief Human Resources Officer and other department staff members using personal computer.
- ___3. Prepares weekly district birthday cards for all SFDRICISD staff.
- ___4. Processes all in-coming mail and disseminates to departmental personnel.
- ___5. Maintains physical and computerized departmental files.
- ___6. Prepares sign on bonus chart and forwards to payroll department for payment.
- ___7. Registers employees using the Go Sign Me Up program for any trainings directed by Chief Human Resources Officer.

- ___8. Maintains updated Human Resources budget records for monthly meeting with Chief Human Resources Officer, and submits amendments necessary.
- ___9. Transcribes recordings when requested by Chief Human Resources Officer for Grievance hearings, and maintain all grievance and employee investigations in a filing system.
- ___10. Prepares weekly vacancy listing for Chief Human Resources Officer, and teacher vacancy flyer to post on SFDRCSISD social media pages.
- ___11. Coordinates travel arrangements in compliance with accounting policies and procedures for the Human Resources Department.
- ___12. Organizes snacks and drinks for various activities that fall under the facilitation of the Chief Human Resources Officer.
- ___13. Enrolls all new district employees to Safe Schools trainings, as well as adds courses for existing employees when requested by Chief Human Resources Officer.
- ___14. Processes all department purchase requisitions.
- ___15. Works with Chief Human Resources Officer to set dates of college recruitment efforts, and prepares travel for employees attending these events.
- ___16. Participates in selection process of Human Resources student worker, supervises him/her during their internship and signs off on time cards.
- ___17. Reviews student counts received from all elementary campuses monthly to ensure they meet 22:1 ratio.
- ___18. Compiles and prepares report in accordance with oral and written instruction.

COMMENTS: _____

Other

- ___19. Assists with front desk area when necessary.
- ___20. Answers and responds to incoming calls, takes reliable messages, and routes to appropriate staff.
- ___21. Maintains a schedule of appointments and assists with scheduling meetings.
- ___22. Calls in copier service maintenance and building tickets.
- ___23. Performs other duties as assigned by supervisor.
- ___24. 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?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received 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 (Print Name) _____ Date _____

Administrator (Signature) _____ Date _____

Employee's Signature _____ Date _____