

**BOOKKEEPER HIGH SCHOOL
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**

JOB PERFORMANCE STATEMENTS

General Duties

- _____ 1. Maintains the bookkeeping system for the General Fund to include posting of general operating data, accounts payable and reconciliation of the monthly account status report.
- _____ 2. Orders office supplies and maintains inventory on supplies.
- _____ 3. Processes orders delivered from warehouse.
- _____ 4. Types routine correspondence.
- _____ 5. Greets visitors and answers routine telephone calls.
- _____ 6. Works with all the campus budgets, including the student
- _____ 7. Prepares written correspondence forms, schedules, or reports using typewriter or personal computer.
- _____ 8. Processes all purchase orders for staff members.

- ____9. Assists students, teachers, and parents as needed.
- ____10. Maintains physical and computerized files.
- ____11. Receives, stores, and issues supplies and equipment.
- ____12. Prepares and makes cash deposits for activity account(s). Is responsible for maintenance of activity checkbook(s) and ledger(s).

COMMENTS: _____

Other

- ____13. Performs other duties assigned by supervisor.
- ____14. 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:

