MAIL CLERK 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 including cumulative data of written documentation collected regarding job-related performance, 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. Collects all mail and correspondence from all offices throughout the school district.
- ____2. Stamps, weighs, and processes outgoing mail and delivers it to the post office.
- ____3. Maintains mail delivery vehicle and reports malfunctions immediately.
- ____4. Maintains mail system equipment and prints weekly usage report.
- ____5. Sorts and delivers mail to district offices and ensures that quality and efficiency are a priority.
- ____6. Demonstrates continuous effort to improve operations, works cooperatively with other mail staff and provides seamless customer service.

COMMENTS:____

Records, Reports, and Correspondence

____7. Prepares other duties assigned by supervisor.

COMMENTS:_____

Other

8. Performs other duties assign	8. Performs other duties assigned by supervisor.					
9. Maintains confidentiality of	information.					
COMMENTS:						
What strengths does		possess?				
what are some improvements of success for students on this camp	pus/department?		can make to ensure a higher degree			
Summative Conference Comments	:					
			······································			
Recommendation of Evaluator:	I have read and receive instrument.	ed a copy of this e	evaluation. I have reviewed this			
Renewal and/or Extension of	Assignment					
Non-renewal of Assignment Termination of Assignment						
Non-extension of Assignmen	ıt					
Administrator (Print Name)		Date				
Administrator's Signature		Date				
Employee's Signature		Date				