

**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:** \_\_\_\_\_  
\_\_\_\_\_

