SECRETARY, MAINTENANCE Summative Appraisal Form

Name_							
Apprai	sal Period: From	to					
			Directions				
information using the	ation, the evaluator estimat	es the employee' osely describes th	who achieves success. Based on cumulative performances effectiveness in meeting each criterion. Rate each criterion e employee's attainment of that criterion. For each domain, ad/or recommendations.				
		R	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 PERFOR	MANCE STATEMENTS				
Record	ls, Reports, and Correspo	ondence					
	1. Prepare corresponden	Prepare correspondence, memorandums, forms, requisitions, and reports for custodial office.					
	2. Receive and process v	Receive and process work orders and emergency requests for service.					
	3. Compile pertinent dat	Compile pertinent data to prepare various required state and local reports.					
	4. Maintain physical and	Maintain physical and computerized departmental files, including data and work orders.					
:	5. Keep up-to-date files	Keep up-to-date files for all Custodial Department employees.					
COMN	MENTS:						

Phones							
6.	Answer incoming calls, take messages, and route them to appropriate staff; handle questions and requests that fall within level of responsibility.						
COMMENTS:							
Accountin	g						
7.	form routine bookkeeping tasks, including simple arithmetic operations to maintain department dget records.						
8.	Assist with preparation of purchase orders and payment authorizations.						
9.	Compile and report time records, including leave requests and reports, and prepare payroll on employees.						
COMMEN	NTS:						
Data Entr	y						
10.	Input all supply and equipment purchase information in computer.						
11.	Input staff information in computer.						
COMMEN	NTS:						
Other							
12.	Order office supplies for department.						
13.	Welcome all visitors and handle their requests or refer them to appropriate personnel.						
14.	Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner.						
15.	Maintain a schedule of appointments and make arrangements for conferences and interviews.						
16.	Follow and abide by School Board and Custodial Department policies and procedures.						
17.	Perform other duties as assigned by supervisor.						
18.	Maintain confidentiality of information.						
COMMEN	NTS:						

Safety					
19.	Operate tools, equipme	ent, and machinery accor	ding to prescribed s	safety procedures.	
20.	b duties, including lifting,				
21. Correct unsafe conditions in work area and report any conditions that are not correctab supervisor immediately.					
COMME	NTS:				
What stren	ngths does		possess?		
What are s	some improvements for students on this cam	pus/department?		can make to ensure a higher degree	
Summative	e Conference Comments	:			
Recomme	endation of Evaluator:	I have read and received instrument.	d a copy of this eva	luation. I have reviewed this	
Rene	ewal and/or Extension o	f Assignment			
	-renewal of Assignment	_			
Tern	mination of Assignment				
Non	-extension of Assignmen	nt			
Administra	ator's Signature		Date		
Employee'	's Signature		Date		