

**RECEPTIONIST  
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**

**JOB PERFORMANCE STATEMENTS**

**Reception and Phones**

- \_\_\_\_ 1. Receives and directs incoming calls, take reliable messages, and route to appropriate staff.
- \_\_\_\_ 2. Greets visitors (e.g. public, parents, substitutes, vendors, etc., respond to their inquiries and/or direct them to appropriate personnel in accordance with district policies and procedures regarding building security.
- \_\_\_\_ 3. Maintains visitor log.
- \_\_\_\_ 4. Responds to emergency calls and notify appropriate parties to address immediate safety and/or security issues.
- \_\_\_\_ 5. Receives deliveries and disseminates materials and information to the appropriate parties.
- \_\_\_\_ 6. Promotes good public relations through telephone courtesy.

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

\_\_\_\_\_

**Other**

- \_\_\_ 7. Provides clerical assistance as needed.
- \_\_\_ 8. Compiles, maintains, and files all reports, records, and other documents as required.
- \_\_\_ 9. Composes correspondence letters as necessary.
- \_\_\_ 10. Maintains confidentiality.
- \_\_\_ 11. Performs other duties as assigned by supervisor.

**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's (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date