

**SECRETARY, MAINTENANCE  
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**

- |          |                              |  |
|----------|------------------------------|--|
| <b>5</b> | <b>Clearly Outstanding:</b>  | Performance is consistently far superior to what is normally expected.                 |
| <b>4</b> | <b>Exceeds Expectations:</b> | Performance demonstrates increased proficiency and is consistently above expectations. |
| <b>3</b> | <b>Meets Expectations:</b>   | Performance meets expectations and presents no significant problems.                   |
| <b>2</b> | <b>Below Expectations:</b>   | Performance is consistently below expectations and significant problems exist.         |
| <b>1</b> | <b>Unsatisfactory:</b>       | Performance is consistently unacceptable.  |
| <b>0</b> | <b>Not Applicable</b>        |  |

**JOB PERFORMANCE STATEMENTS**

**Records, Reports, and Correspondence**

- \_\_\_\_\_ 1. Prepare correspondence, memorandums, forms, requisitions, and reports for custodial office.
- \_\_\_\_\_ 2. Receive and process work orders and emergency requests for service.
- \_\_\_\_\_ 3. Compile pertinent data to prepare various required state and local reports.
- \_\_\_\_\_ 4. Maintain physical and computerized departmental files, including data and work orders.
- \_\_\_\_\_ 5. Keep up-to-date files for all Custodial Department employees.

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

**Phones**

- \_\_\_\_\_ 6. Answer incoming calls, take messages, and route them to appropriate staff; handle questions and requests that fall within level of responsibility.

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

**Accounting**

- \_\_\_\_\_ 7. Perform routine bookkeeping tasks, including simple arithmetic operations to maintain department budget 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.

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

**Data Entry**

- \_\_\_\_\_ 10. Input all supply and equipment purchase information in computer.
- \_\_\_\_\_ 11. Input staff information in computer.

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

**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.

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

**Safety**

- \_\_\_ 19. Operate tools, equipment, and machinery according to prescribed safety procedures.
- \_\_\_ 20. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- \_\_\_ 21. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

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

What strengths does \_\_\_\_\_ possess?

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What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

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Summative Conference Comments:

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**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's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date