

**Secretary, Senior Human Resources Coordinator  
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>        |  |

**MAJOR RESPONSIBILITIES AND DUTIES**

- \_\_\_\_ 1. Maintained a positive and service oriented public image for the district, and promoted good public relations through telephone courtesy.
- \_\_\_\_ 2. Prepared correspondence, forms, manuals, schedules, spreadsheets, graphs, brochures and reports for the Senior Human Resources Coordinator and other department staff members using personal computer.
- \_\_\_\_ 3. Prepared weekly district birthday cards for all SFDRCISD staff.
- \_\_\_\_ 4. Processed all in-coming mail and disseminated to departmental personnel.
- \_\_\_\_ 5. Maintained physical and computerized departmental files.
- \_\_\_\_ 6. Maintained updated Human Resources budget records for monthly meeting with the Senior Human Resources Coordinator, and submitted amendments necessary.
- \_\_\_\_ 7. Transcribed recordings when requested by the Senior Human Resources Coordinator for Grievance hearings, and maintained all grievance and employee investigations in a filing system.
- \_\_\_\_ 8. Prepared weekly vacancy listing for the Senior Human Resources Coordinator, and teacher vacancy flyer to post on SFDRCISD social media pages.
- \_\_\_\_ 9. Coordinated travel arrangements in compliance with accounting policies and procedures for the Human Resources Department.

- \_\_\_\_10. Organized snacks and drinks for various activities that fall under the facilitation of the Senior Human Resources Coordinator.
- \_\_\_\_11. Enrolled all new district employees to Safe Schools trainings, as well as adding courses for existing employees when requested by the Senior Human Resources Coordinator.
- \_\_\_\_12. Processed all department purchase requisitions.
- \_\_\_\_13. Worked with the Senior Human Resources Coordinator to set dates of college recruitment efforts, and prepared travel for employees attending these events.
- \_\_\_\_14. Reviewed student counts received from all elementary campuses monthly to ensure they meet 22:1 ratio.
- \_\_\_\_15. Compiled and prepared report in accordance with oral and written instruction.

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

**Other**

- \_\_\_\_16. Assisted with front desk area when necessary.
- \_\_\_\_17. Answered and responded to incoming calls, took reliable messages, and routed to appropriate staff.
- \_\_\_\_18. Maintained a schedule of appointments and assist with scheduling meetings.
- \_\_\_\_19. Called in copier service maintenance and building tickets.
- \_\_\_\_20. Performed other duties as assigned by supervisor.
- \_\_\_\_21. Maintained confidentiality of information.

**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 (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date