

Plainville Public Schools - Secretary Performance Evaluation Report Form

Secretary—Name/Title: _____

Rating on Each Standard

Standard Area I

Exemplary

Proficient

Developing

Unsatisfactory

Adherence to Proper Procedures

☐☐☐☐

Attendance and Punctuality

☐☐☐☐

Data Entry and Reporting

☐☐☐☐

Performance Traits

☐☐☐☐

Overall – Area I

☐☐☐☐

Rating on Each Standard

Standard Area II

Exemplary

Proficient

Developing

Unsatisfactory

Initiative and Mindset

☐☐☐☐

Independence

☐☐☐☐

Knowledge

☐☐☐☐

Reliability

☐☐☐☐

Overall – Area II

☐☐☐☐

Rating on Each Standard

Standard Area III

Exemplary

Proficient

Developing

Unsatisfactory

Communication Skills

☐☐☐☐

Interpersonal Skills

☐☐☐☐

Teamwork

☐☐☐☐

Confidentiality

☐☐☐☐

Overall – Area III

☐☐☐☐

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Overall Performance Rating

☐ Exemplary ☐ Proficient ☐ Developing ☐ Unsatisfactory

Rationale, evidence and feedback for improvement:

The secretary shall have the opportunity to respond in writing to the evaluation.

Signature of Evaluator_____Date Completed_____

Signature of Secretary_____Date Received_____