

**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

- | | | |
|----------|------------------------------|--|
| 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

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: _____
