

**CLERK, DATA ENTRY (EC)  
Summative Appraisal Form**

Name \_\_\_\_\_ School Location \_\_\_\_\_

Position \_\_\_\_\_ Date of Review \_\_\_\_\_

Evaluator \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_

**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 and Reports**

- \_\_\_\_\_ 1. Maintain computer information systems management.
- \_\_\_\_\_ 2. Maintain student data file records for all Early Childhood/Head Start students.
- \_\_\_\_\_ 3. Verify accuracy of all student information.
- \_\_\_\_\_ 4. Maintain student withdrawals, entries, and attendance changes with reports as required.
- \_\_\_\_\_ 5. File and sort appropriate student records as needed.
- \_\_\_\_\_ 6. Type correspondence.
- \_\_\_\_\_ 7. Enter alphabetic, numeric, or symbolic data from source document using online computer terminal or personal computer.
- \_\_\_\_\_ 8. Key and verify results according to procedures provided.

- \_\_\_\_ 9. Recognize and correct errors in original data prior to processing.
- \_\_\_\_ 10. Recognize deficiencies in source documents and return them to originator for correction.
- \_\_\_\_ 11. Print reports using database information including attendance reports, class or personnel rosters, end-of-semester reports, or accounting reports.
- \_\_\_\_ 12. Maintain all information necessary for the preparation of all required Head Start reports.

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

**Other**

- \_\_\_\_ 13. Participate in staff development training programs, faculty meetings, and specific events as assigned
- \_\_\_\_ 14. Answer telephone and answer routine inquiries.
- \_\_\_\_ 15. Attend meetings and workshops relevant to job-related duties.
- \_\_\_\_ 16. Serve as office receptionist as needed.
- \_\_\_\_ 17. Perform other duties assigned by supervisor.
- \_\_\_\_ 18. Maintain confidentiality of information.
- \_\_\_\_ 19. Orders supplies and equipment.
- \_\_\_\_ 20. Checks in all orders delivered from warehouse and keeps inventory on supplies.
- \_\_\_\_ 21. Type absence from duty reports daily on faculty absences.
- \_\_\_\_ 22. Receives daily reports & deposits from cafeteria clerk; posts information for deposits pick-up.

**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:

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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 (Printed Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date