

**SECRETARY, DIRECTOR OF TECHNOLOGY
Summative Appraisal Form**

Name _____ 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. Prepares correspondence, memorandums, forms, requisitions, and reports for the technology department office using personal computer or typewriter.
- ____2. Compiles pertinent data as needed when preparing various state and local reports.
- ____3. Maintains physical and computerized departmental files.

COMMENTS: _____

Phones

- ____4. Answers incoming calls, takes reliable messages, and routes to appropriate staff; handles questions and requests that fall within level of responsibility.

COMMENTS: _____

Accounting

- ____ 5. Prepares, processes, and tracks all purchase orders and payment authorizations.
- ____ 6. Performs routine bookkeeping tasks, including simple arithmetic operations, to maintain department budget records.
- ____ 7. Monitors and processes personnel time records including leave requests and reports; compiles and submits to central office.

COMMENTS: _____

Other

- ____ 8. Inputs all information on purchases of supplies and equipment in the computer.
- ____ 9. Orders office supplies for the department.
- ____ 10. Maintains a schedule of appointments for the Director of Technology.
- ____ 11. Receives, sorts, and distributes mail and other documents to department staff.
- ____ 12. Performs other duties as assigned by supervisor.
- ____ 13. Maintains 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