

**CLERK, PAYROLL
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

- ___ 1. Assists in preparation of payroll by preparing time and attendance data. Balance all time and attendance reports for accuracy.
- ___ 2. Provides assistance to employees regarding time and attendance.
- ___ 3. Maintains optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
- ___ 4. Maintains employee W4, direct deposit and time and attendance information. Prepares and updates information for electronic submission of child support payments.
- ___ 5. Tabulates and posts statistical or numerical data to records.
- ___ 6. Maintains files for all time and attendance documents relating to payroll.
- ___ 7. Maintains confidentiality of information.
- ___ 8. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

COMMENTS: _____

Other

___9. Maintain confidentiality of information.

___10. Perform all other task and duties as assigned.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success?

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's Signature

Date

Employee's Signature

Date