

**CLERK, DATA ENTRY
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 and Reports

- ____ 1. Enters alphabetic, numeric, or symbolic data from source document using online computer terminal or personal computer.
- ____ 2. Keys and verifies results according to procedures provided.
- ____ 3. Recognizes and corrects errors in original data prior to processing.
- ____ 4. Recognizes deficiencies in source documents and returns them to originator for correction.
- ____ 5. Prints reports using database information including attendance reports, class or personnel rosters, end-of-semester reports, or accounting reports.

COMMENTS: _____

Other

____ 6. Performs other duties as assigned by supervisor.

____ 7. 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's Signature

Date

Employee's Signature

Date