

Uintah School District  
 Classified Evaluations  
 Office/Secretarial Personnel

Name of Employee: \_\_\_\_\_ Assigned Area \_\_\_\_\_

Evaluator \_\_\_\_\_ Position: \_\_\_\_\_

**Procedures:**

**Evaluation:** Each classified employee shall be evaluated once every year unless the supervising administrator determines an immediate need for remediation in one or more areas. The evaluator shall be the employee’s supervisor, principal, or someone appointed by the superintendent.

**Definition:**

1. Outstanding: A criterion marked outstanding is one in which the employee is clearly superior in job performance, individual initiative, performance skills, and ability to work effectively without direct supervision.
2. Well Functioning: A criterion marked well functioning is a positive criterion in which the employee is functioning at or above average.
3. Needs Improvement: A criterion marked needs improvement is an area where growth in performance must be demonstrated. (If graded needs improvement, please elaborate on next page.)
4. Unsatisfactory: A criterion marked unsatisfactory is one in which the employee is functioning at an **unacceptable** level. (If graded unsatisfactory, please elaborate on next page.)
5. Not Evaluated or Not Applicable: A criterion marked in this column is not appropriate to be observed.

Professional Skills	-1-	-2-	-3-	-4-	-5-
1. Organizational skills					
2. Computer skills					
3. Operating machines					
4. Telephone skills					
5. Accuracy					
6. Confidentiality of issues					
7. Accounting skills					
8. Word processing skills					
9. Public relations					
10. Transcription skills					
11. Meets deadlines					
12. Communication skills/ Verbal and written					

**Personal Characteristics**

13. Punctuality					
14. Attendance					
15. Accepts direction					
16. Ability to work under pressure					
17. Makes good use of time					
18. Works well with others					
19. Appropriate dress and grooming					
20. Positive attitude					
21. Organized work habits and work area					
22. Accepts change					
23. Is professional in conduct					
24. Shows initiative					
25. Friendliness/courteous					
26. Demonstrates good judgment					
27. Uses appropriate language					

Record JOB STRENGTHS: \_\_\_\_\_

Record specific JOB IMPROVEMENT PROGRAMS OR GOALS to be undertaken during the next evaluation period: \_\_\_\_\_

Record PROGRESS ACHIEVED in attaining previously set goals or job improvement programs (from previous evaluation if employee has received a prior evaluation).

Evaluator's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Office Professional's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_