



# Corsicana Independent School District

## Secretary/Clerical Evaluation

Name \_\_\_\_\_ Evaluation period \_\_\_\_\_

Position \_\_\_\_\_ Department/campus \_\_\_\_\_

Evaluator \_\_\_\_\_ Title \_\_\_\_\_

<b>Rating scale:</b>	<b>E</b>	Exceeds expectations	Performance exceeds expectations
	<b>P</b>	Proficient	Performance meets expectations
	<b>I</b>	Needs improvement	Performance does not meet expectations
	<b>N/A</b>	Not applicable	Performance is not expected

**Directions:** Use the above descriptors to rate each skill. Determine the overall job performance by reviewing all ratings.

General skills				
1. Works cooperatively with others	E	P	I	N/A
2. Participates in meetings, training, and special events	E	P	I	N/A
3. Follows oral and written instructions from supervisor	E	P	I	N/A
4. Follows district policies and procedures	E	P	I	N/A
5. Provides safety and security for self and others	E	P	I	N/A
6. Completes assignments on time and accurately	E	P	I	N/A
7. Follows attendance and punctuality rules	E	P	I	N/A
8. Demonstrates appropriate job knowledge	E	P	I	N/A
9. Maintains neat and orderly work area	E	P	I	N/A
10. Uses, maintains, and stores work material properly	E	P	I	N/A
11. Identifies and responds to problems effectively	E	P	I	N/A
12. Communicates effectively	E	P	I	N/A



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Specialized skills							
1. Uses appropriate software programs	E	P	I	N/A			
2. Compiles information or data and produces appropriate reports	E	P	I	N/A			
3. Maintains confidentiality of information	E	P	I	N/A			
4. Maintains data and physical files	E	P	I	N/A			
5. Orders and maintains inventory	E	P	I	N/A			
Performance goals							
General comments							
Employee comments							
Overall performance rating (circle one)							
Exceeds expectations		Proficient		Needs improvement			
This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.							
_____ Employee signature		_____ Date		_____ Evaluator signature		_____ Date	
				_____ Reviewer signature		_____ Date	