

**Bamberg School District Two
CLERICAL PERFORMANCE EVALUATION REPORT**

NAME: _____ **LOCATION/POSITION:** _____

DATE: _____

SUPERVISOR: _____ **REVIEW DATE:** _____

U=Unsatisfactory

S=Satisfactory

N/O = Not Observed

Competencies

		S	U	N/O
1.	Demonstrates depth of knowledge in performing the job.			
2.	Produces high quality results in work assignments.			
3.	Applies job knowledge to identify problems and develop appropriate solutions.			
4.	Prepares and maintains accurate and complete records.			
5.	Utilizes available resources to achieve job results.			
6.	Understands, applies and adheres to District and school/departmental policies, procedures and work rules.			

Comments:

Job Initiative and Professionalism

1.	Accepts, seeks and /or takes initiative for new responsibilities, assignments and /or projects and initiates and takes action for improvements			
2.	Responds confidently to the demands of work when confronted with change, adversity or other challenges (adapts well to change in the work environment).			
3.	Safeguards confidential and privileged information.			
4.	Demonstrates an interest in learning; keeps current in field (.i.e., participates in ongoing professional development.)			
5.	Positively represents the District in the work place and public environment; exhibits professional demeanor, including appropriate dress, grooming, hygiene and language.			
6.	Arrives to work on time and is prudent in use of leave and adheres to leave policies.			
7.	Follows safe work practices, and promptly reports safety hazards.			

Comments:

Communication Effectiveness**S U N/O**

1.	Expresses self clearly, both orally and in writing, including conveying and receiving messages clearly.			
2.	Applies appropriate style, spelling, grammar and punctuation to written document accurately.			
3.	Practices exceptional telephone and e-mail etiquette.			
4.	Demonstrates active listening skills.			
5.	Initiates and gives feedback professionally.			

Comments:

Quality Customer Service (District Employees and the Public Sector)

1.	Anticipates customer needs and takes a proactive approach toward customers with regard to services			
2.	Gives a high priority to customer satisfaction overall (availability, responsiveness and timeliness.)			
3.	Maintains composure, demonstrates constraints and self-control in difficult situations.			

Comments:

Task and Time Management

1.	Manages and prioritizes time and resources in order to successfully complete projects on time			
2.	Minimizes the development of crisis.			

Comments:

Technology and Office Equipment Proficiency

1.	Exhibits adequate knowledge of applicable software systems.			
2.	Applies technology to maximize job performance.			
3.	Exhibits proficiency with functions of the photocopier, printer, calculator and other office equipment by normal operation and utilization of machine special features, and cares for district property, proper and safe use of equipment.			

Comments:

Teamwork And Collaboration

1.	Treats all persons with respect and civility.			
2.	Delegates and /or shares responsibility and follows up to ensure success.			
3.	Values diversity and resolves conflicts professionally.			
4.	Develops and maintains professional relationships.			
5.	Maintains high standards and quality of work sharing knowledge/experience freely with others.			
6.	Demonstrates problem solving and decision making skills.			

Comments:

Goals & Individual Professional Development Plan (Completed at Superiors Request only)

1.	Successfully accomplished the goals agreed upon for this evaluation period (reference and attaché prior year's Goals and Professional Development Worksheet.			
2.	Successfully accomplished the professional development areas agreed upon for this evaluation period (reference and attach prior year's Goals and Professional Development Worksheet.)			

Comments:

Comment Section: Please attach an additional sheet if necessary.

Evaluator's Comments of the staff member's performance. Unsatisfactory performance rating requires a development of a growth plan.

Staff Member's Comments

I have had the opportunity to review this document and discuss its contents with my supervisor. My signature acknowledges that I have been informed of my performance rating, but does not necessarily indicate agreement.

Staff Signature:

Evaluator Signature:

Date:

Date: