

Plainville Public Schools - Secretary Performance Evaluation Report Form

Secretary—Name/Title: _____

Rating on Each Standard

<u>Standard Area I</u>	<u>Exemplary</u>	<u>Proficient</u>	<u>Developing</u>	<u>Unsatisfactory</u>
Adherence to Proper Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance and Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Entry and Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Traits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall – Area I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rating on Each Standard

<u>Standard Area II</u>	<u>Exemplary</u>	<u>Proficient</u>	<u>Developing</u>	<u>Unsatisfactory</u>
Initiative and Mindset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall – Area II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rating on Each Standard

<u>Standard Area III</u>	<u>Exemplary</u>	<u>Proficient</u>	<u>Developing</u>	<u>Unsatisfactory</u>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall – Area III	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Overall Performance Rating

Exemplary Proficient Developing Unsatisfactory

Rationale, evidence and feedback for improvement:

The secretary shall have the opportunity to respond in writing to the evaluation.

Signature of Evaluator _____ Date Completed _____

Signature of Secretary _____ Date Received _____