

**Haysville USD #261**  
**Employee Performance Review**  
**Operations Department Secretary**

EMPLOYEE INFORMATION

Employee Name \_\_\_\_\_

Location \_\_\_\_\_

Job Classification \_\_\_\_\_

Evaluator Name \_\_\_\_\_

REVIEW GUIDELINES

**Directions:**

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking, but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

**Complete this Employee Evaluation using the following scale:**

**Outstanding** – Performance is so successful at this element of your job that special note should be made.

**Very Good** – Performance at this level is consistently better than average.

**Satisfactory** – Performance is at or above the standards required.

**Marginal** – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

**Unsatisfactory** – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Provide Operations Department with general secretarial and office support to ensure effective and efficient communication with department personnel, school district staff, parents, and patrons.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

2. Process all aspects of the work order system so that work requests are properly documented.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

3. Coordinate schedules with central office and building level administrators for regular and periodic supply requisitions and deliveries for the purpose of keeping school supplies stocked.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

4. Maintain records on supply items for the purpose of ensuring accurate supply management.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

5. Receive and maintain textbook inventories as required for the purpose of maintaining a stockpile of textbooks for schools.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

6. Maintain the supply center in orderly condition for the purpose of ensuring a safe work environment.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

7. Communicate effectively and work cooperatively with school district staff and community members to ensure an effective work environment.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

8. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

9. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

COMMENTS AND SIGNATURES

Evaluator Comments:

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

**I have discussed this performance evaluation with the employee.**

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**I have reviewed this performance evaluation.**

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**I have read this evaluation of my performance and discussed it with my evaluator.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date