

Haysville USD #261
Employee Performance Review
Personnel Department Clerk

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. Process all new classified personnel for employment to ensure that all paperwork is properly completed.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Maintain classified personnel files for the purpose of keeping the records up to date.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Maintain school district personnel directory to ensure that the most current information is available.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Update and maintain the Substitute Handbook for the purpose of having the most current information distributed each year.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

5. Manage the AESOP substitute calling system to provide qualified substitutes to buildings in a timely manner.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

6. Maintain job descriptions for classified positions in the district to promote clear work expectations.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

7. Maintain and update Educational Support Personnel Handbook to ensure that the most current information is documented.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

8. Maintain records of classified employee evaluations and send out memos to supervisors notifying them of evaluation due dates to ensure that employees are working effectively and cooperatively within their work environment.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

9. Order name tags for all new employees for the purpose of identifying personnel.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

10. Conduct exit interviews for all employees leaving the district to provide feedback leading to continuous improvement.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

11. 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:

12. 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