

Haysville USD #261
Employee Performance Review
The Learning Center Receptionist

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. Prepare materials to advertise upcoming events in order to promote the Learning Center activities.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Maintain the Calendar of Events for the Learning Center to aid internal and external communications.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Maintain payroll records and process time cards so the Learning Center staff is compensated in a timely manner.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Coordinate and direct efficient operation of incoming calls, and take detailed messages in order to maintain communication with the Learning Center staff.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

5. Keep apprised of district rules, regulations and policies to ensure that the proper information is being communicated to the public.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

6. Greet visitors, ascertains nature of business, and conduct visitor to appropriate areas in order to promote public relations.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

7. Perform mail preparation, handling and distribution for the purpose of ensuring that the community is properly notified.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

8. Operate office equipment and machines for the purpose of ensuring the efficient and effective functioning of the Learning Center.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

9. Assist the Director of the Learning Center as needed for the purpose of enhancing the district's mission.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

10. Communicate effectively and work cooperatively with school district staff and community members to ensure a positive work environment.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

11. Maintain school inventory; manage requisitions; monitor supplies; issue requests for maintenance so the Learning Center operates efficiently.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

12. 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 working environment.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

13. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the Learning Center.

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