**APPENDIX C.**

**EASTMONT SECRETARIES’ EVALUATION REPORT**

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| Name: |  | Evaluation Period: |  |
| School: |  | Assignment: |  |
| Evaluator: |  |  |  |

**Directions:** This report is to be completed at the end of the evaluation period and a copy given to the person being evaluated, one copy to be retained by the evaluator and one copy to the District Office.

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| **Criterion 1:** | **TECHNICAL KNOWLEDGE AND SKILLS:** The employee demonstrates ability to apply technical knowledge and/skills performing assigned tasks. | | |
| SATISFACTORY: ⁪ | | NEEDS IMPROVEMENT: ⁪ | UNSATISFACTORY: ⁪ |
| **Evaluator’s Comment:** (Evaluator shall explain any needs improvement or unsatisfactory rating.) | | | |

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| **Criterion 2:** | **INTEREST IN THE ASSIGNMENT:** The employee demonstrates enthusiasm and commitment to each assigned task.   * 1. Initiative (demonstrated willingness to exceed minimum performance required.)   2. Attendance and Punctuality (adherence to assigned hours and days of work). | | |
| SATISFACTORY: ⁪ | | NEEDS IMPROVEMENT: ⁪ | UNSATISFACTORY: ⁪ |
| **Evaluator’s Comment:** (Evaluator shall explain any needs improvement or unsatisfactory rating.) | | | |

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| **Criterion 3:** | **APPLICATION OF EMPLOYEE SKILLS:** The employee demonstrates competency (knowledge and skill) in fulfilling assigned responsibilities.   * 1. Quality of Work (accuracy, thoroughness, effectiveness).   2. Quantity of Work (extent to which employee’s effort completes work required).   3. Dependability (reliability, degree to which employee can be depended upon to complete tasks).   4. Communication Skills (ability to communicate through use of the written and/or spoken word).   5. Flexibility (ability to adjust to new or different situations). | | |
| SATISFACTORY: ⁪ | | NEEDS IMPROVEMENT: ⁪ | UNSATISFACTORY: ⁪ |
| **Evaluator’s Comment:** (Evaluator shall explain any needs improvement or unsatisfactory rating.) | | | |

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| **Criterion 4:** | **PROFESSIONAL CONDUCT:** The employee demonstrates professionalism through compliance with rules and regulations of the State of Washington, and the policies and procedures of the Eastmont School District, and procedures established within the individual schools.   * 1. Problem solving ability (resourcefulness, ability to assess problems, determine priorities and reach quick, accurate solutions).   2. Judgment (makes decisions based on considering appropriate information).   3. Ability to relate to others (cooperation, courtesy, tact, sensitivity to students, staff and parents, and effective management of students).   4. Appropriate attire. | | |
| SATISFACTORY: ⁪ | | NEEDS IMPROVEMENT: ⁪ | UNSATISFACTORY: ⁪ |
| **Evaluator’s Comment:** (Evaluator shall explain any needs improvement or unsatisfactory rating.) | | | |

**Evaluators Comments:**

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| Strengths: |
| Possible goals or training to initiate or continue developing: |

Evaluator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Signature indicates only that evaluation has been read, not necessarily agreement with the finding.)*