

UNION COUNTY EDUCATIONAL SERVICES COMMISSION

ANNUAL EVALUATION FOR OFFICE STAFF

2022-2023 SCHOOL YEAR

NAME:

DATE:

SCHOOL/PROGRAM:

SUPERVISOR:

Exemplary: A person who continually exceeds requirements and expectations; one who excels in most aspects of performance.

Good: A person who consistently meets requirements and expectations; one who excels in one or more areas of performance.

Needs Improvement: A person who inconsistently meets requirements and expectations; one who has areas of performance that require improvement.

Unsatisfactory: A person whose performance is notably below job requirements and expectations; significant improvement to performance is required.

NA: Not applicable

I. OFFICE SKILLS	Exemplary	Good	Needs Improvement	Unsatisfactory	NA
A. Effectively utilizes Microsoft Word					
B. Effectively utilizes Microsoft Excel					
C. Learns new techniques and technologies as required					
D. Appropriately utilizes and maintains school database					
E. Accurately uses Edumet software					
F. Completes work with accuracy					
G. Accurately maintains students records and files					
H. Demonstrates effective organizational skills					
I. Completes daily work load in a timely manner					

II. JOB PERFORMANCE	Exemplary	Good	Needs Improvement	Unsatisfactory	NA
A. Ability to complete tasks independently					
B. Ability to meet deadlines					
C. Working knowledge of office equipment					
D. Demonstrates initiative					
E. Respects confidentiality					
F. Identifies and solves problems appropriately					
G. Prioritizes work effectively					
H. Remains calm and exercises good judgment under pressure					
I. Meets requirements of job description					

III. PERSONAL QUALITIES/ INTERPERSONAL SKILLS	Exemplary	Good	Needs Improvement	Unsatisfactory	NA
A. Cooperative					
B. Punctual					
C. Accepts responsibility					
D. Accepts constructive criticism					
E. Interacts effectively with the public					
F. Works well with fellow Commission staff					
G. Interacts appropriately with students					
H. Interacts appropriately with parents					
I. Promotes a positive atmosphere					
J. Makes a positive contribution to the school/program functions and activities					

IV. ATTENDANCE

Absences as of May 1, 2023	
Personal Illness	
Personal	
Family Illness	
Vacation	

V. COMMENTS BY EVALUATOR:

VI. COMMENTS BY EMPLOYEE:

Post conference held on: _____

Staff Member's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

I have read this document and understand a copy will be placed in my personnel file.

Signature implies only that the staff member has read this document.