



SECRETARIAL & I.S. TECHNICIAN PERFORMANCE APPRAISAL

Name: _____ Location: _____

Supervisor: _____ Date: _____

OBJECTIVE

Although daily assessment is a vital function of every principal/supervisor, a formal Performance Appraisal provides for a comprehensive discussion of overall employee performance.

Purposes of the review are many, but generally the exercise should address the following areas:

- To assess performance/skill levels
- To improve communication flow
- To define training needs

Performance appraisal steps:

1. Notification of employee being appraised: Within 20 days of the start of the school year, or within 20 days of being hired, if hired after the start of the school year.
2. Initial meeting: Arrange time to discuss the job description and past appraisals, if applicable.
3. Concluding meeting: Provide a minimum of 3 days' notice to set an uninterrupted meeting time in order to discuss the outcome of the appraisal, and sign off.

RATING SCALE

1. Satisfactory – Performance meets or exceeds expectation.
2. Unsatisfactory – Performance does not meet expectations. Performance improvement plan required. *There is no set formula for the overall rating. One unsatisfactory rating may or may not result in an overall rating of Unsatisfactory. The Principal/Supervisor should use their professional judgement in determining an overall rating.*

STANDARDS OF PERFORMANCE	RATING
Job Knowledge & Skills	
Demonstrates an understanding of job duties and responsibilities as stated in the job description.	☐ Satisfactory ☐ Unsatisfactory
Understands the job's relationship with and impact on other functions within the organization.	☐ Satisfactory ☐ Unsatisfactory
Possesses the knowledge required to perform the job effectively.	☐ Satisfactory ☐ Unsatisfactory
Possesses the technical skills required to perform the job effectively.	☐ Satisfactory ☐ Unsatisfactory
Demonstrates an understanding of policies, procedures, statutes and regulations necessary to perform the job.	☐ Satisfactory ☐ Unsatisfactory
Formulates solutions effectively within the scope of the job.	☐ Satisfactory ☐ Unsatisfactory
Quality/Quantity of Work	
Completes work efficiently.	☐ Satisfactory ☐ Unsatisfactory
Produces the expected volume of work.	☐ Satisfactory ☐ Unsatisfactory

Demonstrates effective application of both technical and non-technical skills as required in the job description.	☐ Satisfactory	☐ Unsatisfactory
Uses technology/resources available to achieve quality, service and productivity.	☐ Satisfactory	☐ Unsatisfactory
Interpersonal Skills		
Demonstrates the ability to work effectively with people at all levels in the organization, including community partners. (e.g., shows respect, understanding, sensitivity, courtesy, tact and flexibility).	☐ Satisfactory	☐ Unsatisfactory
Understands the role of listening in the communication process.	☐ Satisfactory	☐ Unsatisfactory
Provides and receives feedback effectively at all levels of the organization.	☐ Satisfactory	☐ Unsatisfactory
Maintains confidentiality at all levels of the organization.	☐ Satisfactory	☐ Unsatisfactory
Planning & Organization		
Demonstrates the ability to organize the workload efficiently and effectively.	☐ Satisfactory	☐ Unsatisfactory
Demonstrates the ability to establish and meet deadlines.	☐ Satisfactory	☐ Unsatisfactory
Demonstrates the ability to establish and meet short and long-term goals.	☐ Satisfactory	☐ Unsatisfactory
Possesses the flexibility to modify plans in order to meet changing needs and/or priorities.	☐ Satisfactory	☐ Unsatisfactory
Decision Making		
Recognizes when a decision is needed and demonstrates the ability to make a sound decision.	☐ Satisfactory	☐ Unsatisfactory
Evaluates known facts, develops a thoughtful plan of action, and follows through.	☐ Satisfactory	☐ Unsatisfactory
Recognizes when a higher authority should be consulted in respect to decision making.	☐ Satisfactory	☐ Unsatisfactory
Initiative		
Is a self-starter in seeking responsibilities, work, and new learning experiences.	☐ Satisfactory	☐ Unsatisfactory
Demonstrates the ability to work with minimal supervision.	☐ Satisfactory	☐ Unsatisfactory
Recognizes and acts on opportunities.	☐ Satisfactory	☐ Unsatisfactory
Innovation & Change		
Identifies, shares and is receptive to new ideas.	☐ Satisfactory	☐ Unsatisfactory
Adapts to new situations.	☐ Satisfactory	☐ Unsatisfactory
Helps others adapt to change.	☐ Satisfactory	☐ Unsatisfactory
Suggests new procedures to increase efficiency of the position/department.	☐ Satisfactory	☐ Unsatisfactory
Contributes new ideas and methods of dealing with problems.	☐ Satisfactory	☐ Unsatisfactory

Health & Safety		
Demonstrates appropriate knowledge of health and safety practices/procedures in the workplace.	☐ Satisfactory	☐ Unsatisfactory
Follows all safety rules, practices and procedures.	☐ Satisfactory	☐ Unsatisfactory
Uses and maintains equipment properly.	☐ Satisfactory	☐ Unsatisfactory
Supports safety by keeping the workplace clean, organized and safe.	☐ Satisfactory	☐ Unsatisfactory
Teamwork		
Promotes and demonstrates trust, mutual respect and a co-operative work environment.	☐ Satisfactory	☐ Unsatisfactory
Balances the needs of the organization and team with one's own needs and desires.	☐ Satisfactory	☐ Unsatisfactory
Supports teamwork through open and honest communication.	☐ Satisfactory	☐ Unsatisfactory
Encourages and recognizes the contributions of others.	☐ Satisfactory	☐ Unsatisfactory
Offers assistance to others.	☐ Satisfactory	☐ Unsatisfactory
Demonstrates the ability to resolve conflict within the team.	☐ Satisfactory	☐ Unsatisfactory
Demonstrates reliability/dependability.	☐ Satisfactory	☐ Unsatisfactory

FINAL RATING:

☐ **SATISFACTORY** ☐ **UNSATISFACTORY** (Performance Improvement Plan required)

EMPLOYEE COMMENTS (optional)

--

SUPERVISOR COMMENTS (optional)

--

Supervisor's Signature

Date: _____

Employee Signature

The employee acknowledges that they have received and read the appraisal.

Distribution: Original: Personnel File
 Copies: Employee, Principal/Supervisor