SOUTH COLONIE CENTRAL SCHOOLS
CLERICAL STAFF EMPLOYEE ANNUAL EVALUATION

NAME OF EMPLOYEE_____
SCHOOL/LOCATION _____
CIVIL SERVICE CLASSIFICATION _____

	E	G	M	N	U
GENERAL WORK SKILLS:					
• Willingness and ability to communicate effectively					
• Ability to address students in a positive manner					
• Works efficiently					
• Gets along well with members of the staff					
• Reliable and consistent in carrying out duties					
• Uses good judgment					
PERSONAL SKILLS:					
• Shows initiative					
• Attitude towards work					
• Attitude towards fellow employees					
• Attitude towards new assignments					
• Attitude towards constructive criticism					
• Remains calm in a crisis situation					
• Ability to understand directions					
• Discretion and tact					
• Self-control					
• Friendliness					
• Neat and well-groomed					
• Flexibility					
• Absences (copy of attendance log attached)					
• Tardiness					
JOB SPECIFIC:					
• Proficiency in area of specialization					
• Accuracy, presentability, neatness in work					
• Organizes tasks into logical sequence					

SUGGESTIONS FOR FUTURE GOALS / IMPROVEMENT OF JOB PERFORMANCE:

OTHER PERFORMANCE COMMENTS:

Evaluator's Signature_____**Date**_____
Input Provided by _____**Date**_____
Employee's Signature_____**Date**_____
(Signature means person evaluated has received a copy of the report and does not necessarily mean agreement with evaluation.)

❑ **I would like to respond to this evaluation**

E = Exceptional: Is superb in the area in which job is performed, is a positive leader in finding new and better ways to perform the tasks, and assumes a great deal of responsibility for the job.
G = Good: Consistently goes above and beyond the responsibility of the job.
M = Meets Job Expectations: Consistently performs all the duties and responsibilities and fulfills all the requirements of the position.
N = Needs Improvement: Performs some of the tasks but is inconsistent and does not meet all the job requirements.
U = Unsatisfactory: Not performing tasks that are required for the position.