

Administrative Assistant Evaluation Form

Assistant Name

First Name

Last Name

Start Date

Date

End Date

Date

Assignment Description

Type here...

General Performance

| | Unsatisfactory | Needs Improvement | Proficient | Superior |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| Accurately performs assigned responsibilities and tasks. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Accurately and efficiently performs assignments and reports. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Accurately and efficiently manages student data base. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Accurately manages fiscal responsibilities, as appropriate. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Provides excellent support to students and staff as needed. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments

Type here...

Internal Relationships

| | Unsatisfactory | Needs Improvement | Proficient | Superior |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| Demonstrates an understanding of the structure, operation and function of the district, including the role of the administrative assistant. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Communicates in a timely and effective manner with staff, students, other agencies, parents and other interested parties. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Maintains good working and cooperative relationships with staff, administrators, other district staff, parents and community groups. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Demonstrates good skills. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments

Type here...

Other Professional Responsibilities

| | Unsatisfactory | Needs Improvement | Proficient | Superior |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| Maintains a high level of ethical behavior and confidentiality regarding all job-related matters. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Demonstrates knowledge of technology appropriate to assignment. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Demonstrates ability to maintain favorable public relations. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Contributes to a positive working atmosphere for students, staff and parents. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Demonstrates problem-solving skills, initiative and flexibility to solve problems. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Participates in relevant educational activities and meetings as reasonably requested. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Performs other duties as assigned. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments

Type here...

Overall on a scale 1 to 10, how satisfied are you with the administrative assistant?

1 2 3 4 5 6 7 8 9 10
Worst Best

Would you recommend to rehire?

Yes No

Date

Date

Employee Signature

Clear

Supervisor Signature

Clear

Submit

Administrative Assistant Evaluation Answers

ML Morrison



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