

MONROE PUBLIC SCHOOLS
375 Monroe Turnpike
Monroe, Connecticut 06468

Secretary Performance Appraisal

Name of Employee _____ **School** _____

Assignment _____

Professional Staff Consulted _____

	Above Expectations	Meets Expectations	Below Expectations
A. Secretarial Skills			
• Knows duties & responsibilities of position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recordkeeping responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word processing/ typing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Organizational Skills			
• Ability to establish a clear, concise pattern of accomplishing one's work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pays attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works well under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Problem Solving Skills			
• Ability to analyze problems effectively and determine appropriate action for their solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies existing problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anticipates and identifies potential problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knows how & where to obtain necessary information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Considers possibly alternatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes thoughtful recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Imitative			
• Ability to contribute, develop and /or carry out new ideas or methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers suggestions for improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks additional responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with minimum supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiates work projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes direction from others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Above Expectations	Meets Expectations	Below Expectations
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E. Dependability

- The extent to which an individual can be depended upon to be available to work and do it properly
- Adheres to time schedule
- Remains at work area as required
- Maintains confidentiality
- Follows instruction

F. Interpersonal Relations

- Ability to effectively interact with others in the accomplishment of tasks
- Adapts to changing situations
- Accepts constructive criticism
- Willing to assist others employees in a pleasant and courteous manner
- Handles difficult situations in a tactful manner
- Establishes report with:
 - Supervisors
 - Colleagues
 - Students (if applicable)
 - Teachers (if applicable)
 - Parents

*Below Expectations may be developed into goals for the secretary.

Goals _____

Additional Comments _____

Employee's Signature _____

Date _____

Administrators Signature _____

Date _____

Note: Secretaries have the right to attach to this report any comment which they may wish to make.

