

SUMMIT EDUCATIONAL SERVICE CENTER
GENERAL PERFORMANCE APPRAISAL FOR ADMINISTRATIVE STAFF

Staff Member Appraised: _____

Key: NM - Expectations Not Met NI - Needs Improvement ME - Meets Expectations AE - Above Expectations EX - Excels/Exemplary

Performance Categories and Descriptors	NM	NI	ME	AE	Ex	Appraiser's Comments
Organizational & Professional Growth						
1. Demonstrates commitment to professional growth for self and those supervised, with regard to assigned roles/responsibilities and the mission, vision, and goals of the organization						
2. Demonstrates initiative and proactive approach to identifying and meeting the needs of staff, the organization, clients and potential clients.						
Follows Policies, Procedures, and Regulations:						
3. Adheres to Board procedures and policies; follows administrative guidelines and established/expected processes and procedures.						
Attendance						
4. Maintains an up-to-date and accessible calendar/schedule.						
5. Adheres to office policies regarding attendance, reporting absences, etc. Is dependable and punctual in regard to attendance and appointments.						
Work Habits/Reliability						
6. Demonstrates the ability to work unsupervised; completes assigned work without need for reminders; self-directed.						
7. Work is done thoroughly, accurately and with consistency.						
8. Understands and demonstrates his/her responsibility to the team and colleagues within the organization. Adapts to the changing needs of team and organization.						

Communication/ Interpersonal						
9. Demonstrates respect for co-workers and enforces this expectation for those under his/her supervision.						
10. Effectively utilizes office technology (voice mail, email, calendar, service tracker, etc.						
11. Understands the nature and confidentiality of information he/she encounters on the job.						
12. Keeps supervisors, co-workers, and clients apprised of projects and developments that impact them.						
Financial						
13. Contributes constructively to budgeting and financial planning, consistent with needs departmental, organizational needs and expectations.						
14. Monitors departmental expenditures, seeks "value" when recommending or committing expenditures.						
15. Enforces timely use of service tracker and other organizational processes/tools to assist with revenue tracking and positive cash flow.						

Thoughts for future direction: *(additional notes may be attached)*

Appraiser Signature

Date

Staff Member Signature

Date