

**SOUTH COLONIE CENTRAL SCHOOLS  
CLERICAL STAFF EMPLOYEE ANNUAL EVALUATION**

NAME OF EMPLOYEE \_\_\_\_\_  
 SCHOOL/LOCATION \_\_\_\_\_  
 CIVIL SERVICE CLASSIFICATION \_\_\_\_\_

	E	G	M	N	U
<b>GENERAL WORK SKILLS:</b>					
• 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					
<b>PERSONAL SKILLS:</b>					
• 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					
<b>JOB SPECIFIC:</b>					
• 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.