

**VAN BUREN SCHOOL DISTRICT
SECRETARY, OFFICE PERSONNEL, MEDIA AIDE, TEACHER AIDE, AND OTHER SUPPORT
PERSONNEL EVALUATION FORM**

Name of Employee (Print)

Location (Print)

Date

In making the following evaluation, mark the appropriate space with an X.

A. ASSIGNMENTS	EXCELLENT	GOOD	FAIR	POOR*
1. Arrives at Work on Time				
2. Finishes Work on Time				
3. Completes Neat Work, Properly Done				
4. Does Accurate Work				
5. Submits Complete and Comprehensive Work				
6. Documents and Stores Work for Reference				
7. Files Material Promptly and Accurately				
8. Uses Effective Oral Communication				
9. Follows Directions Carefully				
10. Checks and Re-Checks Work				

Comments:

B. INITIATIVE	EXCELLENT	GOOD	FAIR	POOR*
1. Requests Clarification when Instructions are Unclear				
2. Volunteers a Better Way				
3. Seeks Additional Work when Daily Assignments are Completed				
4. Helps Others when Needed				

Comments:

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C. ATTITUDE	EXCELLENT	GOOD	FAIR	POOR*
1. Treats All People with Courtesy				
2. Goes Ahead without Being Told				
3. Cooperates with Others				
4. Demonstrates Trustworthiness in Confidential Matters				
5. Readily Accepts Suggestions				
6. Responds Constructively to Change				
7. Maintains Good Rapport with Colleagues				
8. Reacts Positively to Criticism				
9. Learns New Techniques Willingly				
10. Advises Supervisor of Needs				
11. Requests Clarification when Instructions are Unclear				
12. Reports For Work Regularly				
13. Organizes Well				
14. Understands and Adjusts to Situations				
15. Remains Cheerful, Friendly, Patient				

Comments:

* If this column is marked, it is mandatory that an explanation be made on the "COMMENTS" section of this form. Give specific details as to what actions the employee needs to take in order to correct this area.

I recommend _____ BE NOT BE retained at current assignment.

Date

Signature of Evaluator

I, _____ have read this evaluation and have had a conference with the evaluator.

Date

Signature of Employee