

**RSU #9**  
**EVALUATION FORM FOR**  
**SECRETARY**

S = Satisfactory                      U = Unsatisfactory  
S/R = Satisfactory with              N/A = Not Applicable  
Recommendations

<b>I. PERFORMANCE</b>	<b>S</b>	<b>S/R</b>	<b>U</b>	<b>N/A</b>
A. <b>Knowledge/Skills</b> – Applied knowledge and skills to complete assigned duties and responsibilities				
B. <b>Work Standards</b> – Meets work goals or standards				
C. <b>Dependability</b> – Performs assignments with minimum of supervision				
D. <b>Initiative</b> – Assumes responsibility; goes beyond what is necessary; demonstrates “self-starter” behavior.				
E. <b>Adaptability</b> – Maintains effectiveness in different situations.				
<b>II. INTERPERSONAL</b>				
A. <b>Communication</b> – Demonstrates listening, verbal, non-verbal, and writing skills appropriate to the job.				
B. <b>Cooperation</b> – Cooperates with co-workers and manages in daily work relationships				
C. <b>Teamwork Skills</b> - Promotes high morale, sets a good example; demonstrates sensitivity toward co-workers.				
<b>III. PERSONAL</b>				
A. <b>Attendance</b> – Regularly present; follows appropriate leave policies.				
B. <b>Punctuality</b> – Consistently arrives at work or to assigned task(s) promptly.				
C. <b>Safety</b> – Exercises safe work habits.				
D. <b>Appearance</b> – Meets appearance and grooming standards for the job.				

Supervisor’s Signature

Date

Principal Signature

Date

Name \_\_\_\_\_ S.S.N. \_\_\_\_\_

Work Location: \_\_\_\_\_

Position \_\_\_\_\_ School Year \_\_\_\_\_

**I. Performance**

Supervisor’s comments:

Supervisor’s recommendations:

Employee’s comments:

**II. Interpersonal**

Supervisor’s comments:

Supervisor’s recommendations:

Employee’s comments:

**III. Personal**

Supervisor’s comments:

Supervisor’s recommendations:

Employee’s comments:

Employee’s Signature

Date

*(My signature acknowledges that I have received a copy of the evaluation; it does not necessarily imply agreement.)*