

WILLIAMS BAY SCHOOL DISTRICT  
**ADMINISTRATIVE ASSISTANT EVALUATION FORM**

Employee Name \_\_\_\_\_ Review Period \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

**Rating Scale:**

**U: Unsatisfactory    N: Needs Improvement    P: Proficient    E: Excellent    N/A: Not Applicable**

Job Knowledge and Skills	U	N	P	E	N/A
1. Keeps current on job duties					
2. Requires minimal supervision					
3. Performs various duties as assigned					
4. Completes work assignment according to the job description					
5. Plans ahead and organizes time wisely					
6. Willingness to accept new responsibilities					
7. Offers assistance when not specifically requested					
8. Accurately maintains and updates student records					
Comments					

Communication Skills	U	N	P	E	N/A
9. Displays a positive attitude towards the students, staff, and the public					
10. Expresses thoughts and ideas openly					
11. Promotes good staff morale					
12. Exhibits good listening and comprehension skills					
13. Answers the telephone in a professional courteous manner					
14. Demonstrates professional integrity and confidentiality					
Comments					

<b>Safety</b>	<b>U</b>	<b>N</b>	<b>P</b>	<b>E</b>	<b>N/A</b>
15. Keeps work area clean and orderly					
16. Follows established safety procedures					
17. Maintains strict confidentiality of all office, school, and personnel information					
18. Reports any problems or safety concerns immediately					
<b>Comments</b>					

<b>Attendance &amp; Punctuality</b>	<b>U</b>	<b>N</b>	<b>P</b>	<b>E</b>	<b>N/A</b>
19. Reports to work on time					
20. Is prepared to work at the start of shift					
21. Is dependable and reliable (rarely absent without notice)					
22. Uses sick leave and unpaid leave appropriately					
23. Clocks in and out every day					
<b>Comments</b>					

<b>Adaptability &amp; Teamwork</b>	<b>U</b>	<b>N</b>	<b>P</b>	<b>E</b>	<b>N/A</b>
24. Follows instructions and responds to management directions					
25. Works as a team player, offers assistance and support to co-workers					
26. Is committed to doing the best job possible, working to resolve any conflicts					
27. Ability to adjust to last minute deadlines and/or work changes					
28. Accepts feedback and takes responsibility for own actions					
29. Treats co-workers with respect					
30. Displays positive outlook and pleasant manner					
31. Avoids unprofessional behavior while on school property					
32. Accurately processes record requests to/from schools					
<b>Comments</b>					

Final Evaluation Rating	U	N	P	E
Overall Rating				
<b>Evaluator Comments</b>				
<b>Employee Comments</b>				

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

*Signature indicates completion of the process and review of the document, but not necessarily agreement.*

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**RATINGS:**

**Unsatisfactory:** Does not meet job requirements

**Needs Improvement:** Progressing toward job requirements

**Proficient:** Meets job requirements

**Excellent:** Exceeds job requirements