

Administrative Assistant Evaluation Form

Assistant Name

First Name

Last Name

Start Date

Date

End Date

Date

Assignment Description

Type here...

General Performance

	Unsatisfactory	Needs Improvement	Proficient	Superior
Accurately performs assigned responsibilities and tasks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accurately and efficiently performs assignments and reports.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accurately and efficiently manages student data base.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accurately manages fiscal responsibilities, as appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides excellent support to students and staff as needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

Type here...

Internal Relationships

	Unsatisfactory	Needs Improvement	Proficient	Superior
Demonstrates an understanding of the structure, operation and function of the district, including the role of the administrative assistant.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicates in a timely and effective manner with staff, students, other agencies, parents and other district personnel.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains good working and cooperative relationships with staff, administrators, other district staff, parents and community agencies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates good skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

Type here...

Other Professional Responsibilities

	Unsatisfactory	Needs Improvement	Proficient	Superior
Maintains a high level of ethical behavior and confidentiality regarding all job-related matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates knowledge of technology appropriate to assignment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates ability to maintain favorable public relations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contributes to a positive working atmosphere for students, staff and parents.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates problem-solving skills, initiative and flexibility to solve problems.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participates in relevant educational activities and meetings as reasonably requested.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Performs other duties as assigned.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

Type here...

Overall on a scale 1 to 10, how satisfied are you with the administrative assistant?

1 2 3 4 5 6 7 8 9 10
Worst Best

Would you recommend to rehire?

Yes No

Date

Date

Employee Signature

Supervisor Signature

Administrative Assistant Evaluation Answers

R Bogdan



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