

NATCHITOCHE PARISH SCHOOL BOARD
Secretarial, Clerical, and other Classified Employees
Observation/Evaluation Form

NAME _____ DATE _____ SCHOOL _____

Key: (S) Satisfactory (NI) Needs Improvement (U) Unsatisfactory (NA) Not Applicable

PERSONAL TRAITS	S	NI	U	NA	COMMENT
1. Acceptance, performance, and completion of tasks					
2. Self-direction and initiative					
3. Appropriateness of appearance (general grooming and dress)					
4. Dependability (attendance, punctuality, wise use of time, etc.)					
5. Positive attitude					

PROFESSIONAL JUDGMENT

1. Independent judgment					
2. Confidentiality					
3. Interest shown in self-improvement					
4. Effective communication					

TECHNICAL SKILLS AND COMPETENCE

1. Oral and written communication skills (accuracy)					
2. Promptness in completion of tasks					
3. Proficiency in use of necessary machines and equipment					
4. Accuracy and efficiency in handling and accounting for monies					
5. Job comprehension					
6. Telephone skills					
7. General knowledge of parish and/or special program policies/regulations					
8. Work station kept neat					
9. Follows directions					

INTERPERSONAL RELATIONS

1. Ability to work effectively with school personnel and community					
2. Readiness to profit from suggestions or criticisms					
3. Practices courtesy, tact, and diplomacy in communicating with others					
4. Assumes other related responsibilities as assigned					

SIGNATURE OF EVALUATOR _____ TITLE _____

SIGNATURE OF EVALUATEE _____ CONFERENCE DATE _____

My signature indicates I have read the results and received a copy of the observation; however, it does not necessarily indicate agreement or disagreement.

White - Central

Yellow - Principal

Pink - Evaluatee