

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

SECRETARIAL EVALUATION FORM

Name _____

Date _____

School _____

Position _____

D - Distinguished
B - Basic

P - Proficient
U - Unsatisfactory

SCALE

	D	P	B	U
1. Assigned tasks are completed punctually and accurately.				
2. Types with accuracy and efficiency.				
3. Attendance and punctuality.				
4. Computes with accuracy and efficiency.				
5. Maintains all materials, files and records in an organized manner.				
6. Maintains good rapport with supervisors.				
7. Maintains good rapport with staff.				
8. Maintains good rapport with pupils.				
9. Maintains good rapport with public.				
10. Initiative-Ability to adapt to unusual situations.				
11. Ability to function effectively with a minimum of direction.				
12. Handles confidential information discreetly.				
13. Accepts responsibility.				
14. Accepts suggestions and constructive criticism in a positive manner.				
15. Ability to prioritize tasks.				
16. Comments and/or suggestions for improvement.				

Administrator

Date

Date

Date

E-4
Revised
9/8/2011