

APAAC PERFORMANCE EVALUATION FORM

Name:

Position: Executive Assistant

Period of Evaluation:

Instructions: Rank each performance criteria demonstrated during the rating period using the following categories: Meets standards, exceeds standards, or requires improvement. The supervisors comments may include a detailed discussion of specific indicia of performance. An overall rating of the employee will also be given.

PROFESSIONALISM:	
Supports office needs and goals; Professional in appearance, dress, and demeanor; Self-disciplined, punctual, attendance reliable; Quality and quantity of work is reliable; Flexible in completing assignments; Understands, interprets, and acts upon written and verbal instructions; Establishes appropriate working relationships with supervisors, coworkers, and customers; Is courteous, respectful, tactful, and helpful to all; Fosters positive attitude with coworkers, promotes teamwork; Adheres to the letter and spirit of APAAC policies and procedures, and all other governing laws and directives.	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Requires Improvement
Evaluator's Comments:	

PROFESSIONAL SKILLS:	
Analytical Ability and Problem Solving: Identifies and successfully resolves issues and problems; researches reasonable solutions to problems; Provides clear and concise recommendations on best solutions; Considers office, economic, and political impact of recommendation; Obtains director's approval where appropriate; Works through desired solution overcoming obstructions until issue or problem is resolved; Assists office staff with problems; Facilitates resolution; Exhibits initiative and persistence in completing task(s) as expected within time line.	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Requires Improvement

<p>Automation Skills: Knowledge and appropriate use of personal computers; Input, retrieval/interpretation of data; E-mail, word processing, Windows environment, spreadsheets, and database software, i.e., etc..</p>	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Requires Improvement
<p>Language and Correspondence Skills: Proper use of legal terminology, spelling, business English, and grammar; Properly formats pleadings; Types correspondence and reports in a timely and accurate manner; Prepares reports and statistics; Proofreads all documents.</p>	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Requires Improvement
<p>Evaluator's Comments:</p>	

<p>PLANNING AND PRODUCTIVITY:</p>	
<p>Organizes and plans workload; Prioritizes requests for goods or services; Coordinates activities; Displays initiative; Adapts to changing priorities and environment; Accepts responsibility and direction; Knows time periods and deadlines; Displays good time management skills.</p>	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Requires Improvement
<p>Evaluator's Comments:</p>	

<p>RECORD KEEPING AND DOCUMENTATION:</p>	
<p>Organizes and processes activities in an accurate and up to date manner, including accurately documenting activities; Promptly completes activities and updating of records and files; Monitors and resolves incomplete actions; Prepares and maintains files, forms, memos, reports and correspondence.</p>	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Requires Improvement
<p>Evaluator's Comments:</p>	

TRAINING/SUPERVISION: (when appropriate)	
Manages performance, productivity, and establishment of priorities for trained position; Acclimates position to office policies, procedures, goals, and objectives; Delegates where appropriate, motivates, leads, trains, and provides direction and assistance; Appropriately documents and evaluates; Promotes teamwork.	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Requires Improvement
Evaluator's Comments:	

COMMUNICATION:	
Keeps Director informed of all pertinent matters, seeks direction where appropriate, provides clear, concise, and understandable delegation of any assignment. Answer questions and provides assistance when appropriate.	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Requires Improvement
Evaluator's Comments:	