**TO BE COMPLETED BY DEC. 1**

Copies to:

District Office

CED

Secretary

**Purdue Cooperative Extension Service**

**Clerical Performance Evaluation**

Employee Name County:

Job Title: Date:

Length of time in present position:

**PURPOSE**: The purpose of Performance Appraisal is to give both the Supervisor and the Employee an opportunity to discuss events of the past year to determine the effectiveness and desirability of the Employee's work habits and output. Such discussion should be an ongoing part of the Supervisor/Employee relationship, with the Performance Appraisal serving as written documentation. DO NOT BE UNDULY INFLUENCED BY RECENT EVENTS.

**PROCEDURES:** Prior to the appraisal, the Employee should be given a copy of the appraisal form used by the Supervisor and asked to fill it out. The Supervisor will also complete the form. A performance appraisal appointment will be scheduled, free from interruptions, conducted in privacy with ample time for discussion. At the conclusion of the discussion, a final copy of the performance appraisal form will be completed. The Supervisor and Employee will sign the final document as an indication that the appraisal has been discussed. The final signed copies are filed with the Employee, the Supervisor, and the District Office.

**Accomplishments**:

1. Accomplishments or new abilities demonstrated since last review:
2. Specific areas needing improvement:

1. Recommendations for professional development (seminars, training, etc.):

**Goals Section**

Goals for the coming year:

How will these be accomplished?

**Skills/Abilities/Knowledge Section**

KNOWLEDGE OF POSITION: Ability to learn duties, grasp new ideas, and understand elements of the job including equipment operation and computer skills, bookkeeping, and cash handling procedures, if applicable.

Meets Expectations

Needs Improvement

Comments:

QUANTITY OF WORK: Amount of work produced and workload. Ability to complete assigned work in reasonable amount of time.

Meets Expectations

Needs Improvement

Comments:

QUALITY OF WORK: Accuracy, thoroughness, and neatness. Work projects a professional image to public.

Meets Expectations

Needs Improvement

Comments:

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DEGREE OF SUPERVISION REQUIRED: Exhibits initiative, good judgment, common sense, and effective decision making. Is resourceful and creative. Extent to which supervision is required to ensure work assignments are completed. Ability to work independently.

Meets Expectations

Needs Improvement

Comments:

CUSTOMER SERVICE: Practices tact and discretion in dealing with others. Utilizes proper phone etiquette. Represents Purdue Cooperative Extension Service county office and colleagues. Recognizes and responds to needs of customers.

Meets Expectations

Needs Improvement

Comments:

PROFESSIONALISM: Professional work habits, maintains confidentiality, appropriate dress for an office environment. Maintains orderly work area and observes office policies.

Meets Expectations

Needs Improvement

Comments:

TEAMWORK: Ability and willingness to work with and help others. Demonstrates maturity and enthusiasm and supports all staff and total county program. Extent to which staff member contributes to the overall office team.

Meets Expectations

Needs Improvement

Comments:

ATTENDANCE: Extent to which staff member is punctual, observes prescribed meal/break periods and has an acceptable overall attendance record.

Meets Expectations

Needs Improvement

Comments:

I have read and reviewed this appraisal.

Signature of Secretary Date

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Signature of Supervisor Date

**If you disagree with the appraisal, please communicate in writing with your Supervisor. This will be attached to the file copies.**