

# REACH DANE REACH GREEN HEAD START

## NON-SUPERVISORY EVALUATION FORM

### ADMINISTRATIVE ASSISTANT I

Employee \_\_\_\_\_ Date \_\_\_\_\_

Type of Rating: Annual \_\_\_\_\_ Introductory \_\_\_\_\_

#### Performance Definitions

- **Meets Expectations** – Performance consistently exceeds professional standards and objective of the position. Performance of a job function is completed in an exceptional fashion. This rating is reserved for those individuals whose distinguished performance is obvious to all.
- **Needs Improvement** – Performance generally meets standards of the job functions but sometimes falls below acceptable standards. The employee has demonstrated ability to correct deficiencies. The need for further development is recognized. Comments are required for this rating. Identify goals and improvements.
- **Unsatisfactory** - Performance is clearly and consistently inadequate or below professional standards. Comments are required for this rating. Identify goals and improvements. (Should be on a PIP or disciplinary action must be in place).

#### General Work Habits

Arrives on time	ME	NI	U
Reliable in attendance	ME	NI	U
Alert in health and safety matters	ME	NI	U
Flexible with assignments and schedule	ME	NI	U
Comes to work with a positive attitude	ME	NI	U
Gives direct supervisor ample notice for absences	ME	NI	U
Remains calm in a tense situation	ME	NI	U

Comments:

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#### Key Performance Factors:

##### Administrative Duties

Enhance and / or develop systems that support the agency	ME	NI	U
Assist in ensuring adequate back-up for the front desk in case of absence and completion of the receptionist or clerical assistant tasks <ul style="list-style-type: none"><li>○ Answer and direct calls utilizing multi-line phone system</li><li>○ Utilize two-way radio to assist with bus call-in procedures</li><li>○ Greet and direct visitors, ensuring compliance with agency visitor procedures</li><li>○ Receive and process agency mail</li><li>○ Maintain cleanliness of office machines and equipment; request materials as needed for office machines and office supplies</li><li>○ Stock needed supplies</li></ul>	ME	NI	U
Assist the supervisor with clerical/office tasks	ME	NI	U
Maintain confidentiality of all acquired information	ME	NI	U
Update, maintain, stock, and order agency forms	ME	NI	U
Ensure timely processing of purchasing requests and supply requests; prepare purchase orders, place orders, communicate with vendors, oversee receipt and delivery	ME	NI	U

Collect and maintain meter readings for all Gordon Flesch devices	ME	NI	U
Complete written and oral translations	ME	NI	U
Manage and maintain Talk Technologies	ME	NI	U
Stock and maintain inventory of soda machine	ME	NI	U
Completing a variety of administrative tasks for both classrooms and administrative staff including but not limited to, lamination, creating fliers and brochures, updating policies and procedures, and maintaining the upkeep of the office's organizational system	ME	NI	U
Maintain cleanliness of office machines and equipment; request materials as needed for office machines and office supplies	ME	NI	U
Maintain professional competence, knowledge and skills necessary for the satisfactory performance of all assigned responsibilities	ME	NI	U
Support the agency in a professional manner with the public and community agencies	ME	NI	U
Perform all other duties as assigned by supervisor	ME	NI	U

**Outstanding Acknowledgements:**

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**Goals or improvements sought for next evaluation:**

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**Agreed upon action plan to meet goal:**

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3. 

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**Employee** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

**Date** \_\_\_\_\_

**If end of Introductory/New Hire Period indicate recommendation below:**

☐ **Passed Introductory/New Hire Period**

☐ **Extend Introductory/New Hire Period by \_\_\_\_ days**

☐ **Discontinue employment with Reach Dane**