

## Classified Employee Self-Evaluation and Supervisor Evaluation

	<b>Health Clerk</b>	
Employee	Position Title	Date

0. Not Applicable or Observed

1. Unsatisfactory Performance

2. Average Performance

3. Expected Performance

4. Exceeds Expected Performance

E=Employee

S=Supervisor

E	S	<b><u>I. Personal Qualities</u></b>
		Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
		Communicates & works cooperatively with other members of the staff & public.
		Is neat in appearance and dresses appropriately for the position.
		Maintains confidentiality and honesty in performing assigned tasks.
		Functions in a positive attitude where there is pressure, frequent interruptions, & in an atmosphere which may be stressful.

### Category Evaluation

	Employee		Supervisor
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E	S	<b><u>II. General</u></b>
		Maintains student medical files.
		Maintains all immunization records.
		Track exclusions.
		Applies first aid treatment when needed.
		Maintains medication administration log.
		Stores & secures medication.
		Follows medication instruction & guidelines.

		Presents a positive image for the District
		Follows District policy/handbook
		Uses the computer for a daily check.
		Enters data for all required reports in an accurate & timely manner.
		Other duties as assigned

### Category Evaluation

	Employee		Supervisor
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E	S	<b><u>III. Timeliness</u></b>
		Turns in time sheet as required
		Keeps time sheet current
		Meets deadlines
		Attends meetings as required

		Arrives on time, works scheduled hours
		Manages time properly.
		Notifies the principal in event of illness
		Informs the principal of problems that need attention

### Category Evaluation

	Employee		Supervisor
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1. I feel I have shown development and growth in my position because: (list classes taken, work- shops attended, independent study, etc.)

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2. Commendations or areas during the last year for which I would like to be recognized are:

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3. List areas of participation and/or accomplishment outside the position responsibilities that are job related: (i.e. site councils, committees, task forces, clubs, activities, coaching, etc.) Do not include community or civic activities outside of your job description.

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### Overall Evaluation

	Employee		Supervisor
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### Evaluator's Recommendation for:

☐ Continued Employment  
☐ Plan of Assistance  
☐ Termination

Comments:

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\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

I have read this appraisal of my performance and discussed it with the evaluator.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Statement by employee attached. ☐ Yes ☐ No