

Confidential Employee Self-Evaluation and Supervisor Evaluation

	Payroll Clerk	
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Employee

Position Title

Date

0. Not Applicable or Observed

3. Expected Performance

E=Employee

1. Unsatisfactory Performance

4. Exceeds Expected Performance

S=Supervisor

2. Average Performance

E	S	<u>I. Personal Qualities</u>
		Presents a positive attitude
		Communicates & works cooperatively with other staff members & public
		Is neat in appearance & dresses appropriately
		Maintains confidentiality & honesty
		Functions in a positive attitude in stressful situations

Category Evaluation

	Employee		Supervisor
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E	S	<u>II. General</u>
		Performs clerical duties as needed
		Oversees all payroll accounting responsibilities as directed by the Superintendent
		Types, calculates, & computes with speed & accuracy
		Participates in required training
		Computes employee time worked
		Computes & files required forms for taxes, Social Security, workman's comp, payroll deductions, etc.
		Maintains records covering deductions

		Submit payroll reports to governmental agencies as required
		Assists in preparing records for the annual audit
		Reconcile payroll records & other accounting procedures as needed
		Is bonded
		Assists the Superintendent in the preparation of required applications and reports
		Serves as Food Service Coordinator
		Follows District policy/handbook
		Other duties as assigned

Category Evaluation

	Employee		Supervisor
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E	S	<u>IV. Timeliness</u>
		Turns in time sheet as required
		Meets deadlines
		Attends meetings as required
		Arrives on time, works scheduled hours
		Notifies the Superintendent in event of illness

Category Evaluation

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

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

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.

Overall Evaluation

<input type="checkbox"/>	Employee	<input type="checkbox"/>	Supervisor
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Evaluator's Recommendation for:

- Continued Employment
 Plan of Assistance
 Termination

Comments:

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