



**MONTEGO BAY HIGH SCHOOL
FOR GIRLS**

**ADMINISTRATIVE STAFF
APPRAISAL**

EVALUATION FORM

Name: _____
Position Title: _____
Department/Office: Administrative Office
Supervisor: Mrs. Carol Ellis
Period Covered: **From:** _____
Month/Year Month/Year

PART I

INSTRUCTIONS: Consider all performance factors as they relate to the individual's **Internal Control** responsibilities. Listed below are performance appraisal factors, which are considered representative of most administrative and professional positions. In the space (box) provided for each factor, **place an X to show rating.**

- | | |
|---|--|
| 1. Unsatisfactory
2. Occasionally Below Expectations | 3. Meets Expectations
4. Exceeds Expectations |
|---|--|

Ratings:
Unsatisfactory: 1.0 – 1.4
Area of Concern: 1.5 – 2.4
Meets Expectations: 2.5 – 3.4
Exceeds Expectation: 3.5 – 4.0

QUALITY & KNOWLEDGE OF WORK

		1	2	3	4
QRW-1	Work is performed accurately and neatly?				
QRW-2	Work is consistent.				
QRW-3	Work is completed thoroughly.				
QRW-4	Work assigned is completed on a timely basis.				
QRW-5	Demonstrates and applies knowledge required of the job.				
QRW-6	Has specific content knowledge where appropriate?				
QRW-7	Amount of work completed daily is appropriate for job function?				

- 1. Unsatisfactory
- 2. Occasionally Below Expectations

- 3. Meets Expectations
- 4. Exceeds Expectations

COMMUNICATION SKILLS

		1	2	3	4
CS-1	Articulates information to others clearly				
CS-2	Structures and prepares documents with little guidance				
CS-3	Speaks clearly and fluently				
CS-4	Contributes to meetings and group discussions				
CS-5	Is an effective listener				
CS-6	Is careful to deliver message(s) with accuracy				
CS-7	Appears highly credible when speaking				
CS-8	Verifies understanding by responses				

INTERPERSONAL RELATIONS

		1	2	3	4
IR-1	Interacts well with different staff members				
IR-2	and in a variety of situations				
IR-3	Interacts in a professional manner				
IR-4	Helpful in assisting others in individual's area of expertise				
IR-5	Assumes leadership role when appropriate				
IR-6	Maintains professional working relationship with co-workers				
IR-7	Working relationship with students, Faculty & Administration				
IR-8	Professionally attired				
IR-9	Resolves conflicts expeditiously in a non-violent manner				

- 1. Unsatisfactory

- 2. Occasionally Below Expectations

3. Meets Expectations

4. Exceeds Expectations

PROFESSIONALISM & WORK ETHICS

	1	2	3	4
Attendance				
(Limited number of absences, Sick Leave and occasional leave)				
Punctuality (Arrival in accordance to school’s policy)				
Appearance Professional, presentable, in accordance with School’s dress code)				
Follows Government procurement Policies & Procedures				
Cares Equipment (Care of School equipment, tools, stock)				
Accountability (Assumes responsibility; Displays Initiative)				
Confidentiality (Displays a high level of confidentiality)				
Safety Is aware of, and constantly practices safe working procedures Sees potential problems and takes prompt actions to correct				

Overall Performance

Total Points: _____ Avg _____

Comments:

SIGNATURES:

Employee Signature: _____ Date _____

(My signature above indicates I have reviewed this performance appraisal and have discussed the contents with my immediate supervisor or his/her designee. My signature also means that I have been advised of my performance and is in agreement with the evaluation.)

Supervisor’s Signature: _____

Date: _____

Principal’s Signature: _____

Date: _____