

NEWTON PUBLIC SCHOOLS

NESA Administrative Support Evaluation

Employee's Name: _____ Location/Department: _____
 Position Title: _____ Date: _____
 Supervisor's Name: _____ Date of Hire: _____

On the final page of this evaluation, please include additional information and recommendations for professional growth.

JOB SPECIFIC KNOWLEDGE AND SKILLS

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
The employee demonstrates specific skills and knowledge of the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee displays knowledge of job responsibilities and job content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee plans, organizes, and executes assignments, while prioritizing urgent matters appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee is competent in the use of office technology and job related software.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QUALITY AND PERFORMANCE

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
The employee uses problem-solving techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee performs job related tasks reliably and on a timely basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee uses available resources appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee follow policies and procedures in performing job responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee displays attention to detail, avoids errors and strives to assure accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INTERPERSONAL AND COMMUNICATION SKILLS

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
The employee promotes and maintains a positive working relationship with diverse groups including parents, students and staff. Handles and responds to work related calls and other communications courteously.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee provides accurate and timely information to coworkers and the school community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee demonstrates effective communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The employee demonstrates teamwork and the ability to support their supervisor and collaborate with co-workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

