**PAYROLL/FINANCE**

**Name:** **Date:**

**Evaluator:**



**PERSONAL AND PROFESSIONAL CHARACTERISTICS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Excellent** | **Satisfactory** | **Needs Imprvmt.** | **N/A** |
| **I.** | **Leadership**--Willingness to make decisions and accept responsibility; ability to bring about desired changes |  |  |  |  |

Comment:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **II.** | **Enthusiasm and Initiative** |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **III.** | **Problem Solving**—Judgement, logical thinking, creativity, imagination |  |  |  |  |

Comment:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **IV.** | **Professional Knowledge** |  |  |  |  |

Comment:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Excellent** | | **Satisfactory** | **Needs Imprvmt.** | | **N/A** | |
| **V.** | **Administrative Skills**--Planning, organizing, communicating |  |  | | |  | |  |

Comment:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VI.** | **Attention to Detail** |  |  |  |  |

Comment:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VII.** | **Personnel Evaluation**—Assessment and improvement of employee effectiveness |  |  |  |  |

Comment:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VIII.** | **Ability to Build and Maintain Employee Morale--**Interpersonal relations, delegation of authority, willingness to listen to and accept viewpoints of others |  |  |  |  |

Comment:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **IX.** | **Peer Relationships--**Ability to function as an effective member of the administrative team |  |  |  |  |

Comment:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **X.** | **School Community Relationships--**Relations with students, parents, other school employees |  |  |  |  |

Comment:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Excellent** | | **Satisfactory** | **Needs Imprvmt.** | | **N/A** | |
| **XI.** | **Community Relations—**Promotion of positive image of the school in the community |  |  | | |  | |  | |

Comment:

**XII. Areas of Strength:**

**XIII. Goals for Improvement:**

**XIV. Other Comments:**

# OVERALL SCORE

(**Circle One)**

## SATISFACTORY UNSATISFACTORY

Evaluator's Signature Evaluatee's Signature**\***

Date Date

**\***Evaluatee's signature indicates awareness of the contents of this evaluation, a copy of which will be placed in the employee's personnel file. The employee may attach any comments or explanations desired to the file copy of the evaluation within 30 days of the date of signing.