**Business Office Evaluation**

**Employee’s Name:**

**Position:**

**Date:**

There will be two aspects to your evaluation. The first will involve a review of your job description with each responsibility rated according to the rating scale listed below. The second will involve a review of the categories and items listed on this form rated according to the rating scale listed below.

**Rating Scale:**

1 Ineffective

2 Minimally Effective

3 Effective

4 Highly Effective

5 Not Applicable

**I. Professional Responsibility**

1. **Maintains Professional Behavior** (demonstrates professional behavior, interacts with staff and visitors professionally, works to be a positive member of the team, cooperates, shares information in a calm and pleasant manner)

1 2 3 4 5

1. **Presents Self Professionally** (presents appropriate dress and appearance)

1 2 3 4 5

1. **Follows (School District)/Building Policies and Procedures** (adheres to regulations spelled out in personnel handbook, maintains building security)

1 2 3 4 5

1. **Adheres to confidentiality guidelines and laws** (protects finance office confidentiality and student and family rights)

1 2 3 4 5

1. **Follows Prescribed Work Schedule** (maintains regular attendance, practices punctuality, requests leave of absence days in advance through AESOP)

1 2 3 4 5

**Professional Responsibility Comments:**

**II. Support**

**a.** **Uses Effective Communication Skills** (keeps lines of communication open,

is a good listener, uses language that portrays a professional image – easily understood, tactful, courteous, etc.)

1 2 3 4 5

1. **Displays Problem-Solving Skills** (solves problems independently, resolves

conflicts in a productive and professional manner, exercises good judgment)

1 2 3 4 5

1. **Reveals Organizational Skills** (executes requests from supervisor in a timely

manner, completes job tasks in a timely manner, uses work time efficiently and for purposes intended, implements an effective system of organizing materials and information)

1 2 3 4 5

1. **Collaborative Efforts** (professionally assists others when needed, understands the importance of teamwork for the greater good)

1 2 3 4 5

**Support Comments:**

1. **Environment**
   1. **Organizes Work Station** (maintains pleasing appearance of physical space, organizes tools/equipment for maximum efficiency and productivity, organizes files/information in a manner that is accessible by others)

1 2 3 4 5

**b. Creates an Atmosphere of Respect and Rapport** (presents self as approachable and accommodating, demonstrates respect for others by handling issues/concerns directly with the person involved)

1 2 3 4 5

**Environment Comments:**

Miscellaneous comments:

**IV. Goals**

**List at least two short-term career goals for the current fiscal year.**

**List at least one long-term career goal.**

Employee’s Signature: \_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

Director of Finance Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_