

**HEAD START EMPLOYEE
PERFORMANCE APPRAISAL
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DATE: _____

<input type="checkbox"/> PROGRESS REVIEW <input type="checkbox"/> PERFORMANCE REVIEW

Agency: Seq.Valley Head Start

Position: Office Clerk / Data Entry

Employee: _____

Job Ref.# or Title: _____

Center: _____ Does job description need revising? _____

RANKED JOB ELEMENTS	PERFORMANCE NOTES ON SPECIFIC DUTIES	RECOMMENDED IMPROVEMENTS	REVIEW RATING
	Indicate any training completed or improvements documented.	Indicate goals, objectives, and activities to be pursued.	Use scale of 1-5
1. Handling incoming telephone calls, incoming mail, filing, duplicating, assembling materials, routing inquires to appropriate staff.			
2. Data entry, mail distribution, assisting Director and other management staff in record keeping and other organizational duties.			
3. Organization of work, completing assignments on time and with accuracy; able to understand and complete tasks from both oral and written communication; actively seeks out tasks in order to best use time and skills.			

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	Indicate any training completed or improvements documented.	Indicate goals, objectives, and activities to be pursued.	Use scale of 1-5
<p>4. Proficiency at data entry, word processing, dictation, and other office machinery and routine duties.</p> <p>5. Attends meetings and completes required training.</p> <p>6. Demonstrates work habits which comply with agency personnel policies and procedures, and completes special assignments from immediate supervisor or Head Start Director.</p>			

NUMERIC RATING CODES

- 1 Unsatisfactory (does not meet requirements)
- 2 Needs Improvement (marginal)
- 3 Satisfactory (meets requirements)
- 4 Excellent (exceeds requirements)
- 5 Outstanding (exceeds requirements to the highest level)

