

**SOUTHWEST BAPTIST UNIVERSITY**  
**PERFORMANCE REVIEW**

Job Title: Secretary

Employee Name: \_\_\_\_\_ Appraisal Period: From \_\_\_\_\_ To \_\_\_\_\_

*Circle the Rating which best describes the overall performance of each work function as described on the employee's job description. Provide specific examples for support/clarification of rating when necessary.*

**Rating Scale:**

- NA Too soon to evaluate or Not Applicable- Performing present job or specific responsibility for too short a time or not applicable in this period of evaluation.
- 1 Unacceptable- Employee performs below what is expected. Occasionally meets established standards. Seldom exceeds desired results, often falls short of desired results. Performance must be improved.
- 2 Acceptable- Employee consistently generates desired results and seldom exceeds desired results.
- 3 Fully Competent- Employee consistently generates desired results and occasionally exceeds desired results.
- 4 Commendable- Employee consistently generates results above those expected. Often exceeds established standards.
- 5 Exceptional- Employee performance represents unusually high level of excellence. Consistently generates results above those expected with little direction. Usually exceeds expected standards.

<b>I. Essential Functions</b>	<b>Rating</b>						<b>Comments</b>
	NA	1	2	3	4	5	
Typing	NA	1	2	3	4	5	
Answering Telephone	NA	1	2	3	4	5	
Manage Confidential Materials	NA	1	2	3	4	5	
Maintain Data Base of Students/recruits	NA	1	2	3	4	5	
Assist with student files	NA	1	2	3	4	5	
Copying of Materials	NA	1	2	3	4	5	
Scheduling rooms and Arranging Events	NA	1	2	3	4	5	
Willingness to take on new duties with a positive attitude	NA	1	2	3	4	5	
Update P & P Manual PRN	NA	1	2	3	4	5	
Generate Computer Templates	NA	1	2	3	4	5	
Assist Director with outside projects PRN	NA	1	2	3	4	5	
Mailings for Department	NA	1	2	3	4	5	

**II. Standards of Performance****Rating****Comments**

	NA	1	2	3	4	5	
Job Knowledge: Demonstrates competence to perform job, gathers background information, identifies priorities, establishes realistic schedules, meets deadlines, uses relevant information for decision making and solving problems	NA	1	2	3	4	5	
Responsibility: Accepts responsibility for all job duties and for problems on the job, works to solve problems, inspires teamwork, confidence, and good morale	NA	1	2	3	4	5	
Customer Service Orientation: willingly responds to the needs of people being serviced, develops and maintains effective working relationships with staff, faculty, and students	NA	1	2	3	4	5	
Organizational Skills: organizes activities to ensure proper completion of duties in timely manner with effective outcomes, looks for more efficient and more cost-effective ways of performing tasks, documents appropriately	NA	1	2	3	4	5	
Initiative: Voluntarily takes on tasks or responsibilities, actively seeks out ways in which to contribute	NA	1	2	3	4	5	
Judgement: Ability to identify problems, exhibits awareness of department objectives and procedures, recognizes and responds successfully to crisis situations	NA	1	2	3	4	5	
Communication: displays effective communication skills both verbally and in writing	NA	1	2	3	4	5	
Time Management: accomplishes objectives through effective use of time, focuses attention and energies on high priorities and objectives	NA	1	2	3	4	5	
Job Related Areas: Reports to work as scheduled and on time, dresses appropriately, respects SBU property	NA	1	2	3	4	5	

**Overall Performance**

*Average Sections I, II, and III on these ratings give the employee an "overall" job performance rating. Use comment section for support and clarification as necessary.*

	Overall Rating	Comments
I. Essential Functions of the Job		
II. Standards of Performance		
III. Prior Period Objectives		
Overall Job Performance		

**Mutually Set Objectives for Next Appraisal Period**

Objective	Steps Required	Date to Be Completed

**Prior Period Objectives**

*Identify objectives established for prior appraisal and indicate results achieved.*

Objective	Date to Be Completed	Results Achieved

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date