

Chariton Valley Association Administrative Support Employee Evaluation Form

Thank you so much for your hard work at Chariton Valley! This performance evaluation has been created specifically for you to guide your development at CVA. (Evaluations will be filled out at 3 months and once a year there after or more often if deemed necessary by your supervisor.)

Employee Name _____

Date _____

<u>Performance Attribute</u>	<u>Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Below Expectations</u>	<u>N/A</u>
1. Attention to detail				
2. Demonstrates compassion and empathy				
3. Time Management				
4. Professionalism				
5. Completion of Daily Tasks				
6. Attendance and Punctuality				
7. Flexibility				
8. Written and verbal communication				
9. Teamwork				
10. Professional Appearance				
11. Has a working knowledge of policies and practices that are relevant to the job.				
12. Positive relationships with fellow employees, outside agencies, board members, vendors, contractors and visitors				
13. Proactively offers support in all daily functions				
14. Administrative support skills including; office equipment, note taking, and use of Microsoft Office and other relevant programs and machines				
15. Overall Employee Performance				

Is this a 3 month or annual evaluation? _____

Supervisor Signature

Date

Human Resources Manager

Date