

MONTHLY ASSISTANT PERFORMANCE EVALUATION FORM

Monthly Performance Appraisal Form			
Assistant Information			
Name			
Employee ID			
Department			
Supervisor			
Date of Appraisal			
Performance Evaluation			
1. Attendance & Punctuality			
2. Job Knowledge			
3. Quality of Work			
4. Communication skills			
5. Teamwork			
6. Problem-solving & Decision-making			
7. Initiative & Proactiveness			
8. Adaptability			
9. Time Management			
10. Goal Achievement			
11. Customer Service			
12. Overall Rating			
Rating Scale			
Outstanding		Exceeds expectations and consistently demonstrates exceptional performance	
Very Good		Consistently meets or exceeds expectations	
Satisfactory		Meets expectations with occasional areas for improvement	
Needs Improvement		Does not fully meet expectations and requires improvement	
Unsatisfactory		Falls significantly below expectations and requires significant improvement	
Comments & Feedback			
Comments from the supervisor regarding the assistant's performance during the month:			
Employee Signature		Supervisor Signature	
Date		Date	

Office Assistant Evaluation Performance Guide

CO Houle



Office Assistant Evaluation Performance Guide:

Resources in education ,1988-05 **Guidelines for Nurse Autonomy/patient Welfare** Meridean Maas,Ada K. Jacox,1977 *The 2002 Guide to the Evaluation of Educational Experiences in the Armed Services* American Council on Education,American Council on Education Staff,2005 Long considered to be the standard reference work in this area this three volume set describes more than 8 000 courses offered between January 1990 and the present by various service branches and the Department of Defense Long considered to be the standard reference work in this area this three volume set describes more than 8 000 courses offered between January 1990 and the present by various service branches and the Department of Defense **Supervisory and Administrative Management Occupations** C.E. Leslie and Associates,1970

Resources in Education ,1992 *The National Union Catalogs, 1963- ,1964* **Guide to the Evaluation of Educational Experiences in the Armed Services** ,1994 **Office Administration and Automation** ,1987

Administrative Support Cluster ,1997 Evaluation of AASHO Interim Guides for Design of Pavement Structures Cecil J. Van Til,1972 The objectives of this project were to collect review and summarize current state highway department pavement procedures and develop recommendations for revisions to the AASHO Interim Guides for the design of both rigid and flexible pavements **AALL Directory and Handbook** American Association of Law Libraries,2005 **The National union catalog, 1968-1972** ,1973 *Government Reports Announcements & Index* ,1993 *Guide to U.S. Government Publications* Thomson Gale,2005-08 *Guide to U.S. Government Publications* ,2008-08 This comprehensive yet concise annual annotated reference source catalogs the important series periodicals and reference tools published by U S government agencies Over the years the index section of the Guide to U S Government Publications has expanded to more than 40 000 entries Agencies and titles are indexed followed by a keyword title index for quick and easy referencing No other single resource provides historical and current information on U S government publications in one place **Subject**

Catalog of the Institute of Governmental Studies Library, University of California, Berkeley University of California, Berkeley. Institute of Governmental Studies. Library,1970 *Learning Independently* Paul Wasserman,James Sanders,Elizabeth Talbot Sanders,1979 *Administration & Management* ,1988 **Nursing Administration Manual** Howard S. Rowland,Beatrice L. Rowland,1991 These two volumes featuring practice proven direction on 48 areas of nursing management and nearly 500 ready to use guidelines checklists and forms this comprehensive compendium is a bedrock of current practical tools guaranteed to make you a more skilled confident and decisive manager These materials help you solve personnel problems increase productivity contain nursing costs improve staff retention set up career ladders avoid the pitfalls of budgeting and much more **The 1982 Guide to the Evaluation of Educational Experiences in the Armed Services** American Council on Education,1982

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