

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

Wenbin Ji



Office Assistant Evaluation Performance Guide:

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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**

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