

**CEDAR CATHOLIC JR.-SR. HIGH SCHOOL
OFFICE MANAGER SELF-EVALUATION**

NAME: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

BLDG: _____

SUPERVISOR SIGNATURE: _____

DATE: _____

I. PERSONAL QUALITIES AND ATTRIBUTES

- a. I am punctual and dependable
- b. I accept responsibility and direction with a positive attitude
- c. I accept direction and/or constructive criticism about my performance
- d. I have good time management skills and manage breaks in a professional manner
- e. I respect confidentiality and practice a positive attitude on the job
- f. I am enthusiastic and cooperative
- g. I maintain a professional work space and personal appearance

SA	A	N	D	SD

II. INTERPERSONAL RELATIONSHIP SKILLS

- a. I am able to contribute to the overall effectiveness of the office team
- b. I am considerate of other employee's work and respect their work schedule
- c. I perform my job functions with tact and discretion
- d. I demonstrate a professional demeanor and maintain effective working relationships with all staff
- e. I greet the public and district employees in a professional and helpful manner
- f. I demonstrate a genuine concern for others and assist in finding options to help them grow

SA	A	N	D	SD

III. RESPONSIBILITY AND DEPENDABILITY

- a. I am reliable and conscientious
- b. I can be depended upon to complete tasks and meet deadlines
- c. I manage issues without escalating them into a crisis situation
- d. I handle emergencies and stressful situations in a professional and caring manner
- e. I am able to return to work and complete my tasks following disruptions in schedules
- f. I contribute to and support administrative decisions

SA	A	N	D	SD

IV. DECISION MAKING/JUDGEMENT/INITIATIVE

- a. I evaluate present practices and seek alternatives to improve my efficiency
- b. I make wise decisions based on policies and established procedures
- c. I initiate action and demonstrate a willingness to exceed minimum performance required by the job
- d. I respect and maintain confidentiality in dealing with correspondence, records, individuals, etc...
- e. I determine priorities and reach quick and accurate solutions

SA	A	N	D	SD

V. COMMUNICATION SKILLS

- a. I am able to communicate effectively both orally and in writing
- b. I answer phone calls and assist the general public in a professional manner
- c. I exercise considerable judgement in transferring telephone calls and scheduling appointments
- d. I accurately transmit notes, directives, and decisions in a timely and professional manner
- e. Uses electronic communication systems (email, text, calendars, website, etc...) to stay informed

SA	A	N	D	SD

VI. TECHNICAL SKILLS

- a. Is competent in his/her telephone skills (transfer calls, message, etc...)
- b. Is competent in using internal communication systems (email, text, intercom, etc.)
- c. Is proficient in using/training staff on copy machine use (print/scan/copy)
- d. Demonstrates proficient word processing skills (microsoft word, power point etc..)
- e. Demonstrates proficiency in the use of spreadsheets (Excel, Numbers, etc...)
- f. Demonstrates proficient database skills (File Maker Operations Database)
- g. Is knowledgeable about specialized software used in his/her job (Infinite Campus etc.)
- h. Demonstrates proficiency in the use of the Internet and other online resources in his/her job
- i. Demonstrates proficiency on peripheral devices (laminators, printers, etc)
- j. Demonstrates skills in setting up electronic equipment for meetings (projectors, zoom)

SA	A	N	D	SD

VII. OFFICE MANAGEMENT SKILLS

- a. I prioritize and effectively handle a demanding workload
- b. I can work independently without direct supervision
- c. I can work effectively as a member of a team on office projects
- d. I am willing to accept a leadership role if asked
- e. I am flexible and willing to adapt my work schedule/hours if necessary
- f. I keep an organized workspace and am able to locate items easily

SA	A	N	D	SD

VIII. ADMINISTRATIVE SKILLS

- a. I demonstrate flexibility in my work schedule
- b. I identify problems and recommend options or solutions
- c. I seek advice and guidance from my supervisor when appropriate
- d. I seek advice and guidance from other office staff when appropriate
- e. I understand and adhere to established office procedures and practices
- f. I am open to trying new resources to maximize productivity and efficiency
- g. I anticipate problems in my area and develop approaches to solve them
- h. I demonstrate confidence in handling new or difficult job assignments
- i. I respond in a timely manner to requests for information or assistance

SA	A	N	D	SD

IX. PROFESSIONAL DEVELOPMENT

- a. I am willing to attend training opportunities to promote job quality and efficiency
- b. I read professional literature/books that promote my skills as an office assistant
- c. I initiate professional development ideas to improve the work environment

SA	A	N	D	SD

X. PUBLIC RELATIONS AND COMMUNITY INVOLVEMENT

- a. I participate in programs of civic organizations and other community groups
- b. I support school/community activities through participation or attendance at events

SA	A	N	D	SD

XI. GOALS:

- 1. _____
- 2. _____
- 3. _____

SUGGESTIONS FOR IMPROVING OFFICE ENVIRONMENT

SELF-EVALUATION

Date: _____ 1. First Evaluation
Date: _____ 2. Second Evaluation

SA	STRONGLY AGREE
A	AGREE
N	NEUTRAL
D	DISAGREE
SD	STONGLY DISAGREE

CEDAR CATHOLIC JR.-SR HIGH SCHOOL
OFFICE MANAGER SUMMATIVE EVALUATION

NAME: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

BLDG: _____

SUPERVISOR SIGNATURE: _____

DATE: _____

I. PERSONAL QUALITIES AND ATTRIBUTES

- a. Is punctual and dependable
- b. Accepts responsibility and direction with a positive attitude
- c. Accepts direction and/or constructive criticism about his/her performance
- d. Has good time management skills and manage breaks in a professional manner
- e. Respects confidentiality and practices a positive attitude on the job
- f. Is enthusiastic and cooperative
- g. Maintains a professional work space and personal appearance

S	A	N	U	NO

II. INTERPERSONAL RELATIONSHIP SKILLS

- a. Is able to contribute to the overall effectiveness of the office team
- b. Is considerate of other employee's work and respects their work schedule
- c. Performs job functions with tact and discretion
- d. Demonstrates a professional demeanor and maintains an effective working relationships with all staff
- e. Greets the public and district employees in a professional and helpful manner
- f. Demonstrates a genuine concern for others and assists in finding options to help them grow

S	A	N	U	NO

III. RESPONSIBILITY AND DEPENDABILITY

- a. Is reliable and conscientious
- b. Can be depended upon to complete tasks and meet deadlines
- c. Manages issues without escalating them into a crisis situation
- d. Handles emergencies and stressful situations in a professional and caring manner
- e. Is able to return to work and completes tasks following disruptions in schedules
- f. Contributes to and supports administrative decisions

S	A	N	U	NO

IV. DECISION MAKING/JUDGEMENT/INITIATIVE

- a. Evaluates present practices and seeks alternatives to improve work efficiency
- b. Makes wise decisions based on policies and established procedures
- c. Initiates action and demonstrates a willingness to exceed minimum performance required by the job
- d. Respects and maintains confidentiality in dealing with correspondence, records, individuals, etc...
- e. Determines priorities and reaches quick and accurate solutions

S	A	N	U	NO

V. COMMUNICATION SKILLS

- a. Is able to communicate effectively both orally and in writing.
- b. Answers phone calls and assists the general public in a professional manner
- c. Exercises considerable judgement in transferring telephone calls and scheduling appointments
- d. Accurately transmit notes, directives, and decisions in a timely and professional manner
- e. Uses electronic communication systems (email, iChat, calendars, website, etc...) to stay informed

S	A	N	U	NO

VI. TECHNICAL SKILLS

- a. Is competent in his/her telephone skills (transfer calls, message, etc...)
- b. Is competent in using internal communication systems (email, iChat, intercom, etc.)
- c. Is proficient in using/training staff on copy machine use (print/scan/copy)
- d. Demonstrates proficient word processing skills (Microsoft Word, iWorks, etc...)
- e. Demonstrates proficiency in the use of spreadsheets (Excel, Numbers, etc...)
- f. Demonstrates proficient database skills (File Maker Operations Database)
- g. Is knowledgeable about specialized software used in his/her job (Power School, SUI, etc.)
- h. Demonstrates proficiency in the use of the Internet and other online resources in his/her job
- i. Demonstrates proficiency on peripheral devices (laminators, printers, etc)
- j. Demonstrates skills in setting up electronic equipment for meetings (projectors, polycom)

S	A	N	U	NO

VII. OFFICE MANAGEMENT SKILLS

- a. Prioritizes and effectively handles a demanding workload
- b. Works independently without direct supervision
- c. Works effectively as a member of a team on office projects
- d. Is willing to accept a leadership role if asked
- e. Is flexible and willing to adapt work schedule/hours if necessary
- f. Keeps an organized workspace and is able to locate items easily

S	A	N	U	NO

VIII. ADMINISTRATIVE SKILLS

- a. Demonstrates flexibility in work schedule
- b. Identifies problems and recommends options or solutions
- c. Seeks advice and guidance from supervisor when appropriate
- d. Seeks advice and guidance from other office staff when appropriate
- e. Understands and adheres to established office procedures and practices
- f. Is open to trying new resources to maximize productivity and efficiency
- g. Anticipates problems and develop approaches to solve them
- h. Demonstrates confidence in handling new or difficult job assignments
- i. Responds in a timely manner to requests for information or assistance

S	A	N	U	NO

IX. PROFESSIONAL DEVELOPMENT

- a. Is willing to attend training opportunities to promote job quality and efficiency
- b. Reads professional literature/books that promote job skills as an office assistant
- c. Initiates professional development ideas to improve the work environment

S	A	N	U	NO

X. PUBLIC RELATIONS AND COMMUNITY INVOLVEMENT

- a. Participates in programs of civic organizations and other community groups
- b. Supports school/community activities through participation or attendance at events

S	A	N	U	NO

XI. GOALS:

- 1. _____
- 2. _____
- 3. _____

SUGGESTIONS FOR IMPROVING OFFICE ENVIRONMENT

SELF-EVALUATION

Date:	1. First Evaluation
Date:	2. Second Evaluation

S	STRENGTH
A	ACCEPTABLE
N	NEEDS IMPROVEMENT
U	UNSATISFACTORY
NO	NOT OBSERVED