

**WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT**  
**252 Chestnut Street**  
**West Hempstead, NY 11552**

**CLERICAL EVALUATION FORM**

Employee's Name \_\_\_\_\_ Building \_\_\_\_\_ Department \_\_\_\_\_

Job Title \_\_\_\_\_ Date Employed \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

<b>I GENERAL ATTITUDE:</b>	<b>UNSATISFACTORY</b>	<b>SATISFACTORY</b>			<b>OUTSTANDING</b>
		<b>1</b>	<b>2</b>	<b>3</b>	
Check number which best applies					
1. Cooperates with staff					
2. Tactful and courteous					
3. Respectful to community at large					
4. Knows and complies with policies					
5. Accepts instruction/constructive criticism					
<b>II WORK HABITS:</b>					
1. Attendance					
2. Punctuality					
3. Positive attitude toward work					
4. Quality of work					
5. Quantity of work					
6. Follows instruction					
7. Shows initiative in non-routine duties					
8. Dependability					

**III COMMENTS:**

**SIGNATURES:**

Employee \_\_\_\_\_

Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Central Administration \_\_\_\_\_

Date \_\_\_\_\_

cc: Principal  
Employee  
Personnel File