

**The Public Schools of Verona, NJ  
Administrative Assistant Evaluation**

**Name:**  
**School:**

**Evaluator:**  
**Date:**

**I. Evaluation: Specify strengths and/or areas in need of improvement in each of the following areas:**

**A: Professional Skills: Performance as per job description including the following: computer skills, bookkeeping/account, general secretarial/clerical responsibilities.**

**B: Professional Responsibilities:**

**C: Interpersonal Relations:**

**D: Personal Attributes:**

**II: Recommendations:**

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FOR NON-TENURED EMPLOYEES

1. Do you recommend the employee's contract be renewed? \_\_\_YES\_\_\_NO\_\_\_N/A

FOR ALL

1. Do you recommend the employee receive an increment? \_\_\_YES\_\_\_NO\_\_\_NA

**III. EMPLOYEE COMMENTS-**

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Observer's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_