

# St. Vrain Valley School District Evaluation Report for Secretaries/Clerks/ Media Technicians/Aides

|                     |                |
|---------------------|----------------|
| Employee Name _____ | Position _____ |
| Department _____    |                |

#1 = Top Level  
#2 = Second Level

### Ability to Understand Direction

1. Requests additional information when appropriate.
2. Readily understands most directions.
3. Occasionally requests directions to be repeated.
4. Often misunderstands or bungles directions.
5. Carries out only the simplest directions.

### Safety

1. Thoroughly familiar with all safety procedures.
2. Well informed, has knowledge of most safety procedures.
3. Adequate knowledge; knows safety procedures fairly well.
4. Limited knowledge of safety procedures.
5. Inadequate comprehension of safety procedures.

\_\_\_\_\_

### TO BE COMPLETED BY EMPLOYEE

1. I have read this evaluation, have reviewed my job description, and have had a conference with the evaluator.
 

|     |    |
|-----|----|
| Yes | No |
|-----|----|
  
2. I agree with the evaluation.
 

|     |    |
|-----|----|
| Yes | No |
|-----|----|
  
3. My signature does not necessarily signify agreement. Any comments related to my evaluation are attached.

**Evaluator Comments:**

**Employee Comments:**

---

---

---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---

---

---