

**CEDAR CATHOLIC JR.-SR. HIGH SCHOOL
BUSINESS 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. I use electronic communication systems (email, calendars, website, etc...) to stay informed

SA	A	N	D	SD

VI. FINANCIAL RECORD KEEPING

- a. I maintain accurate accounting of all receipts and expenditure of district funds
- b. I demonstrate responsibility for maintaining personnel leave (sick leave, vacations, etc.)
- c. I maintain all salary and benefit programs/schedules for support and certificated staff.
- d. I maintain all personnel records, business contracts, and financial records.
- e. I maintain personnel contracts and demonstrate accuracy in completing monthly payroll.
- f. I prepare all financial statements for board approval and audit reports.

SA	A	N	D	SD

VII. TECHNICAL SKILLS

- a. I am proficient in using/training staff on copy machine use (print/scan/copy)
- b. I demonstrate proficient word processing, spreadsheet, and database knowledge and skills.
- c. I am knowledgeable about specialized software I use in my job (Data Team)

SA	A	N	D	SD

VIII. 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

IX. 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 or other staff when appropriate
- d. I understand and adhere to established office procedures and practices
- e. I am open to trying new resources to maximize productivity and efficiency
- f. I anticipate problems in my area and develop approaches to solve them
- g. I demonstrate confidence in handling new or difficult job assignments
- h. I respond in a timely manner to requests for information or assistance

SA	A	N	D	SD

X. 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

XI. 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

SELF-EVALUATION

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

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

XI. GOALS:

1. _____
2. _____
3. _____

SUGGESTIONS FOR IMPROVING OFFICE ENVIRONMENT

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