

Business Manager's Evaluation

Name:			
School District:			
Date:			
<p>Please check the appropriate column. Number one indicates satisfactory performance, number two indicates a need for improvement, and N/A indicates not applicable.</p>			
Business Practices & Office Environment :			
1	2	N/A	
			Reports presented in timely manner.
			Uses workday appropriately.
			Demonstrates organization of financial accounts.
			Prompt in fulfilling requests from School Board and Administration.
			Use of office machines.
			Accountability.
			Is neat and orderly.
			Has materials readily accessible.
			Has effective bookkeeping procedures.
			Maintains efficient business atmosphere.
COMMENTS:			
Employee Relationships:			
1	2	N/A	
			Friendly.
			Sensitive to needs and requests.
			Fosters mutual respect.
			Exhibits a mature, professional image.
			Maintains appropriate rapport with co-employees.
COMMENTS:			
Personal Attributes			
1	2	N/A	
			Demonstrates poise and self-control.
			Is tactful and courteous.
			Has a positive and enthusiastic attitude.
			Possess self-confidence.

			Has a professional appearance.
COMMENTS:			
Professional Attributes:			
1	2	N/A	
			Supports and contributes to District endeavors.
			Keeps abreast of financial and business trends.
			Is dependable and punctual.
			Demonstrates respect for students.
			Is accurate and punctual in record keeping.
			Has knowledge of subject matter.
			Assumes responsibility for supervision.
			Cooperates with School Board and Administration.
			Builds a positive rapport with patrons.
COMMENTS:			

Comments by evaluator: _____

Signature (Evaluator)

Signature (Business Manager)

Date

Date

Comments by Business Manager: _____

Signature (Evaluator)

Signature (Business Manager)

Date

Date

Signatures indicate that the written evaluation has been seen and discussed.