

## Office Clerk Evaluation Form

Employee Name _____	Department _____	Period Covered _____
Evaluated by _____	Date Completed _____	Date Reviewed with Employee _____

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<b>Recordkeeping</b>  Maintain sales records. Maintain purchase records. Maintain petroleum records. Prepare daily reports for the station and bulk LP. Process cardtrol information. Comments:			
<b>Communications</b>  Handles customer calls, inquiries, and orders. Comments:			

### Rating System

**5** - Outstanding    
 **4.5 to 4** - Above standards    
 **3.5 to 3** - Met standards    
 **2.5 to 2** - Below standards    
 **1** - Unacceptable

**Office Clerk Evaluation Form, Page 2**

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<p><b>Clerical Tasks</b></p> <p>Performs general clerical duties.                      Comments:</p>			
<p><b>Job Knowledge</b></p> <p>Understands the requirements of the job.                      Comments:</p>			
<p><b>Quality of Work</b></p> <p>Work is accurate and neat.                      Comments:</p>			
<p><b>Quantity of Work</b></p> <p>Consistently performs an adequate amount of satisfactory work.                      Comments:</p>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable

**Office Clerk Evaluation Form, Page 3**

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<p><b>Cooperation</b></p> <p>Works well and effectively with co-workers and supervisors.                      Supports company policies and goals.                      Comments:</p>			
<p><b>Initiative</b></p> <p>Begins assignments without direction and recognizes the best way of accomplishing tasks.                      Comments:</p>			
<p><b>Attendance and Dependability</b></p> <p>Can be relied upon to report to work and stay on the job.                      Comments:</p>			
<p><b>Problem Solving</b></p> <p>Handles on the job problems.                      Comments:</p>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable

**Office Clerk Evaluation Form, Page 4**

	<b>Weight</b> Total must equal 100%	<b>Rating</b> Use 1 through 5	<b>Score</b> Weight x Rating
<p><b>Other Duties</b></p> <p>Upholds cooperative policies.                      Performs other duties as assigned by management.                      Enforces and upholds the cooperative's credit policy.                      Comments:</p>			
<p><b>Total Score =</b></p>			
<p><b>Overall Merit Rating</b></p> <p>451 - 500 - Outstanding                      351 - 450 - Exceeds Standards                      251 - 350 - Met Standards                      151 - 250 - Below Standards                      100 - 150 - Unacceptable</p> <p>Signature of Manager/Supervisor _____ Date _____</p> <p>Signature of Employee _____ Date _____</p>			

**Rating System**

5 - Outstanding    4.5 to 4 - Above standards    3.5 to 3 - Met standards    2.5 to 2 - Below standards    1 - Unacceptable