

**Emery County School District**  
**Support Staff Employee Evaluation – District Accounts Payable Specialist**

Employee \_\_\_\_\_

Evaluation Date \_\_\_\_\_

1 = Not Effective\*

2 = Effective

3 = Highly Effective

\*Comment Required

**•WORKPLACE SKILLS**

Observes work hours/attendance	1	2	3
Provides customer service through assisting both employees and the public in-person, over the telephone, or online	1	2	3
Prepares and submits accurate local, state, and federal reports and forms as required	1	2	3
Operates accounts payable computer programs to prepare and distribute invoices and payments – monitors outstanding and/or unapproved invoices	1	2	3
Receives and reviews accounts payable invoices and distributes to proper accounts	1	2	3
Manages vendor files and works with vendors and departments to resolve issues	1	2	3
Creates and maintains various documents, records, spreadsheets, files and databases and performs other office duties as required	1	2	3
Processes and monitors purchase orders, invoices, shipments, and deliveries	1	2	3
Manages District purchasing card and credit card accounts, collects receipts and resolves discrepancies as needed	1	2	3
Oversees inventory updates and compiles and maintains inventory data	1	2	3
Has knowledge of the work expectations and performs job duties independently	1	2	3

**•INTERPERSONAL SKILLS**

Practices positive public and staff relations – works well with administration, coworkers school staff and students, as well as community members	1	2	3
Able to communicate effectively, verbally and in writing	1	2	3
Appropriate personal appearance and grooming	1	2	3
Is enthusiastic, positive and encouraging	1	2	3
Shows initiative	1	2	3
Is an effective team worker	1	2	3
Uses appropriate language and tone when speaking to others	1	2	3

**•ADAPTABILITY**

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Is open to alternatives and suggestions – is flexible	1	2	3
Maintains composure in stressful situations	1	2	3
Demonstrates good judgment/makes reasonable decisions	1	2	3

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**PROFESSIONAL RESPONSIBILITIES**

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Keeps informed and adheres to policies and regulations applicable to the position	1	2	3
Willingly shares ideas and expertise with colleagues	1	2	3
Handles confidential/sensitive information appropriately	1	2	3
Performs other job related duties as assigned by the Business Administrator	1	2	3
Promptly and effectively responds to concerns and complaints	1	2	3
Supports school and district goals and policies	1	2	3

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**OVERALL ANNUAL RATING (Summative) 1 2 3**

(While the summative rating is based on an overall summary of all standards, a rating of 1 in any standard could result in an employee being placed on probation for improvement. If satisfactory improvement is not made within the specified time period, non-renewal or termination could result)

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Self Improvement Goal for Next Year \_\_\_\_\_  
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\*Evaluator Comments: (Required for #1 ratings)

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This evaluation represents my best judgment of the employee’s performance. I hereby recommend:

- \_\_\_ Employee be retained as a Provisional Employee (Policy GDA)
- \_\_\_ Employee be retained as a Career Employee (Policy GDA)
- \_\_\_ Employee be retained as an At-Will or Temporary Employee (Policy GDA)
- \_\_\_ Employee be put on probation
- \_\_\_ Employee be terminated or non-renewed

Signature of Principal/Supervisor/Designee \_\_\_\_\_ Date \_\_\_\_\_

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This evaluation has been discussed with me and I have received a copy.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_  
(Employee's signature does not necessarily imply agreement or approval of the evaluation results)

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**Employee Comment:** (Please indicate what you feel your supervisor can do to help you improve in your job performance – use another sheet if necessary)