

Section-A: Job responsibilities

Rate the performance indicators in these categories: Excellent (E), Above standard (A), Competent (C), Needs improvement (N), Not satisfactory (S), Not acceptable (O)

Performance indicators	E	A	C	N	S	O
1. Degree of integrity and maturity						
2. Degree of dependability and enthusiasm						
3. Performance of assigned duties						
4. Written and verbal correspondence						
5. Capable of placing priorities						
6. Importance to time management						
7. Meets deadlines						
8. Keeps supervisors informed about status updates of tasks						
9. Accepts and delivers assigned responsibilities						
10. Respects confidentiality						
11. Adherence to company policies						
12. Confidence						
13. Positive attitude						
14. Loyal team member						
15. Maintains good attire						
16. Result oriented						

Section-B

Strong points

Areas of improvements

Administrative Assistant Evaluation Answers

DP Hallahan



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