

**UMATILLA-MORROW COUNTY HEAD START, INC.**  
**Classroom Assistant**  
**Volunteer Evaluation**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

|                 |             |              |                |                  |
|-----------------|-------------|--------------|----------------|------------------|
| 1. UNACCEPTABLE | 2. MARGINAL | 3. COMPETENT | 4. COMMENDABLE | 5. DISTINGUISHED |
|-----------------|-------------|--------------|----------------|------------------|

**A. Understanding General Office Procedures**

- 1. Appropriate telephone communication with message taking ..... 1 2 3 4 5
- 2. Filing ..... 1 2 3 5 4
- 3. Copying ..... 1 2 3 4 5
- 4. Greeting Clients..... 1 2 3 4 5
- 5. Other Office Equipment ..... 1 2 3 4 5

**B. Knowledge of Program Forms and Curriculum**

- 1. Which component uses which forms..... 1 2 3 4 5
- 2. Where forms are located..... 1 2 3 4 5

**C. Knowledge of Computer**

- 1. Ability to type letter in WordPerfect 6.0..... 1 2 3 4 5
- 2. Ability to type letter in WordPerfect 6.1 ..... 1 2 3 4 5
- 3. Ability to use Calendar Creator ..... 1 2 3 4 5

**COMMENTS:** (regarding overall quality of performance and improvements needed).

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\_\_\_\_\_

Clerical Assistant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_