

# Custodial/Maintenance Performance Evaluation 2020-2021

Employee Name:	<input style="width: 95%;" type="text"/>	Building:	<input type="checkbox"/> BV <input type="checkbox"/> SV <input type="checkbox"/> LT <input type="checkbox"/> WMS <input type="checkbox"/> WHS <input type="checkbox"/> ESC
Job Title:	<input style="width: 95%;" type="text"/>	Review Type:	
Supervisor:	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Annual <input type="checkbox"/> 6 Month (Probationary Review)	

## I. Performance of Job Duties and Responsibilities

### **Complies with school district, building and supervisor policies, rules and regulations.**

- Highly exceeds expectations.    Moderately exceeds expectations.    Satisfactorily meets expectations.    Working towards meeting expectations.    Does not meet expectations. Improvement plan below.

### **Adapts well to different kinds of working conditions. Accepts and conforms to changes in job.**

- Highly exceeds expectations.    Moderately exceeds expectations.    Satisfactorily meets expectations.    Working towards meeting expectations.    Does not meet expectations. Improvement plan below.

### **Provides general custodial services of cleaning, maintenance and repair of all building facilities in accordance with department standards and requirements.**

- Highly exceeds expectations.    Moderately exceeds expectations.    Satisfactorily meets expectations.    Working towards meeting expectations.    Does not meet expectations. Improvement plan below.

### **Follows safety and school district utilization procedures in using tools, equipment and technology.**

- Highly exceeds expectations.    Moderately exceeds expectations.    Satisfactorily meets expectations.    Working towards meeting expectations.    Does not meet expectations. Improvement plan below.

### **Monitors the security of assigned school building to ensure doors are locked, windows are closed, equipment is operating properly.**

- Highly exceeds expectations.    Moderately exceeds expectations.    Satisfactorily meets expectations.    Working towards meeting expectations.    Does not meet expectations. Improvement plan below.

Comments:

## II. Quality of Work Product

**Sets high personal standards and can be depended upon for high quality work.**

- Highly exceeds expectations.    Moderately exceeds expectations.    Satisfactorily meets expectations.    Working towards meeting expectations.    Does not meet expectations. Improvement plan below.

**Promotes a professional culture by maintaining a positive attitude, appropriate appearance, strong work ethic and a desire to grow professionally.**

- Highly exceeds expectations.    Moderately exceeds expectations.    Satisfactorily meets expectations.    Working towards meeting expectations.    Does not meet expectations. Improvement plan below.

Comments:

## III. Dependability and Initiative

**Demonstrates dependability, promptness, and regular attendance in order to maintain consistent routines, promote team work, and guarantee building continuity.**

- Highly exceeds expectations.    Moderately exceeds expectations.    Satisfactorily meets expectations.    Working towards meeting expectations.    Does not meet expectations. Improvement plan below.

**Seeks more thorough understanding of job duties and responsibilities. Offers suggestions to improve job or function of department.**

- Highly exceeds expectations.    Moderately exceeds expectations.    Satisfactorily meets expectations.    Working towards meeting expectations.    Does not meet expectations. Improvement plan below.

**Shows initiative in assuming extra work.**

- Highly exceeds expectations.    Moderately exceeds expectations.    Satisfactorily meets expectations.    Working towards meeting expectations.    Does not meet expectations. Improvement plan below.

Comments:

## **IV. Interactions with District Employees and Public**

### **Communicates professionally with students, staff and the public.**

- Highly exceeds expectations.    Moderately exceeds expectations.    Satisfactorily meets expectations.    Working towards meeting expectations.    Does not meet expectations. Improvement plan below.

### **Coordinates work with others to get jobs done quickly and efficiently.**

- Highly exceeds expectations.    Moderately exceeds expectations.    Satisfactorily meets expectations.    Working towards meeting expectations.    Does not meet expectations. Improvement plan below.

### **Follows supervisor's instructions agreeably and uses proper channels for complaints.**

- Highly exceeds expectations.    Moderately exceeds expectations.    Satisfactorily meets expectations.    Working towards meeting expectations.    Does not meet expectations. Improvement plan below.

Comments:

## **V. Performance Evaluation Summary**

## VII. Goals

Supervisor should set one (1) goal for the employee for the following year and Employee and Supervisor should jointly set one (1) for the employee for the following year. Measurements that will be used to determine the attainment of these goals and required resources should be indicated.

Goal 1:

Goal 2:

Employee: Your signature indicates that you have discussed this evaluation with your supervisor, have received a copy of this evaluation, and are aware that this evaluation will be placed in your personnel file.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisors: Please sign, provide a copy of this completed evaluation to the employee, and send the original to Human Resources for placement in the employee's personnel file.

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

Date \_\_\_\_\_