

# Security Guard Evaluation Form

**Employee:** \_\_\_\_\_

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

**School/Facility:** \_\_\_\_\_

	Satisfactory	Improvement Needed	Unsatisfactory	N/A
MISD policies followed.				
Attendance/Punctuality				
Communication Skills				
Staff Relationship				
Appearance				
Professional Judgment				
Contributes to a Positive Work Environment				
Exhibits a Service Oriented Attitude				
Courteous				
Requires Minimal Supervision				
Responds Well to Supervision				
Assists Administration as Requested				

**Check any that apply to assigned job description:**

- \_\_\_\_\_ In-school mail delivery
- \_\_\_\_\_ Updating marquee
- \_\_\_\_\_ Active patrolling of assigned areas
- \_\_\_\_\_ Code Red and emergency responsibilities
- \_\_\_\_\_ Power washing exterior areas
- \_\_\_\_\_ Locker combination updating

**Comments:**

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**Employee Signature**                      **Date**                      **Supervisor Signature**                      **Date**

Please forward copy to Administrative Officer – Operations/Risk Management, L. A. Berry Support Complex.