



### Maintenance Appraisal

Name \_\_\_\_\_ Appraisal period \_\_\_\_\_

Position \_\_\_\_\_ Department/campus \_\_\_\_\_

Appraiser \_\_\_\_\_ Title \_\_\_\_\_

Rating scale: Please circle the appropriate response.

Meets or Exceeds - Performance meets or exceeds expectations = 3

In progress - Growth is evident = 2

Below Expectations - Performance does not meet expectations = 1

Not applicable - Performance is not expected = N/A

Directions: Use the above descriptors to rate each skill. Determine the overall job performance by reviewing all ratings.

#### General skills

1. Works cooperatively with others	1	2	3	N/A
2. Participates in meetings, training, and special events	1	2	3	N/A
3. Follows oral and written instructions from supervisor	1	2	3	N/A
4. Follows district policies and procedures	1	2	3	N/A
5. Provides safety and security for self and others	1	2	3	N/A
6. Completes assignments on time and accurately	1	2	3	N/A
7. Follows attendance and punctuality rules	1	2	3	N/A
8. Demonstrates appropriate job knowledge as specified in job description	1	2	3	N/A
9. Maintains neat and orderly work area	1	2	3	N/A
10. Uses, maintains, and stores work material properly	1	2	3	N/A
11. Identifies and responds to problems effectively	1	2	3	N/A
12. Communicates effectively	1	2	3	N/A

