# Maintenance/Warehouse Supervisor Appraisal

Name ___________________________  Appraisal period ___________________________

Position ___________________________  Department/Campus ___________________________

Appraiser ___________________________  Title ___________________________

**Rating Scale:** Please circle 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

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

1. Determines necessary tools, materials, and time  
   
2. Responds promptly to work order requests  
   
3. Follows schedule for preventive maintenance and repairs  
   
4. Maintains records to control inventory of materials, supplies, and equipment  
   
5. Knowledge of trade, building, and safety codes including local, state, and federal.  
   
6. __________________________________________  
   
Performance goals:  
___________________________________________________________________________________  
___________________________________________________________________________________  
___________________________________________________________________________________  

General comments:  
___________________________________________________________________________________  
___________________________________________________________________________________  
___________________________________________________________________________________  

Employee comments:  
___________________________________________________________________________________  
___________________________________________________________________________________  
___________________________________________________________________________________  

Overall performance rating (circle one)  

☐ Exceeds expectations ☐ In progress ☐ Below expectations  

This appraisal has been discussed with me by my supervisor. I have read and received a copy of it.  

_________________________________________ Date  
Employee signature  

_________________________________________ Date  
Appraiser signature  

_________________________________________ Date  
Reviewer signature  

MISD Revised 4/7/2010