

## Maintenance/Warehouse Supervisor Appraisal

Name			Appraisal perio	Appraisal period					
Position			Department/Ca	Department/Campus					
Appraiser			Title	Title					
Ratin	g Scale: F	Please circle appropriate res	ponse.						
In Pro Belov	ogress - C w Expecta	eds - Performance meets or Growth is evident = 2 ations - Performance does no - Performance is not expect	ot meet expectations = '						
<b>Directions:</b> Use the above descriptors to rarreviewing all ratings.		to rate each skill. Deter	mine the	overall job	performa	ance by			
Ge	neral skil	ls							
1.	Works cooperatively with others			1	2	3	N/A		
2.	Participates in meetings, training, and spec		d special events	1	2	3	N/A		
3.	Follows oral and written instructions from s		from supervisor	1	2	3	N/A		
4.	Follows district policies and procedures		res	1	2	3	N/A		
5.	Provides safety and security for self and ot		and others	1	2	3	N/A		
6.	Completes assignments on time and accur		accurately	1	2	3	N/A		
7.	Follows attendance and punctuality rules		ules	1	2	3	N/A		
8.	Demonstrates appropriate job knowledge a job description		edge as specified in	1	2	3	N/A		
9.	Maintain	s neat and orderly work area	ı	1	2	3	N/A		
10.	. Uses, maintains, and stores work material		aterial properly	1	2	3	N/A		
11.	11. Identifies and responds to problems effecti		effectively	1	2	3	N/A		
12.	Commu	nicates effectively		1	2	3	N/A		

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

Appraiser signature

Reviewer signature

Employee signature

Date

Date