



CUSTODIAL EVALUATION

Employee Name:

Position(s):

Location:

School Year:

Evaluation Type: Annual 90-Day Other

The general evaluative criteria are not equally weighted; ratings may be negatively impacted by performance that is below criteria in a single area if key aspects of work for the particular position are adversely affected. Criteria marked as "needs improvement" or "unsatisfactory" must be accompanied by comments.

1. Job Knowledge / Job Performance:

Follows cleaning policies and procedures. Performs essential functions of job. Demonstrates skill level appropriate to the job. Complies with Federal State and local regulations and safety expectations. Manages student behavior according to district and school procedures. Exhibits knowledge/proper use/care of equipment. Maintains accurate records and reports and required.

Unsatisfactory *Needs Improvement* *Meets Expectations* *Above Expectations*

Comments:

2. Quality of Work:

Keeps work area clean and functional. Completes work as directed. Shows accuracy and thoroughness in work.

Unsatisfactory *Needs Improvement* *Meets Expectations* *Above Expectations*

Comments:

3. Quantity of Work:

Completes expected quantity of work as directed. Willing to do more when the opportunity exists. Consistently meets productivity standards.

Unsatisfactory *Needs Improvement* *Meets Expectations* *Above Expectations*

Comments:

4. Attendance and Punctuality:

Follows proper procedures when absent, late or returning to work. Maintains acceptable attendance and demonstrates dependability. Punctual and follows established beginning and ending times of work. Includes lunch and breaks (follows applicable laws).

Unsatisfactory *Needs Improvement* *Meets Expectations* *Above Expectations*

Comments:

5. Interpersonal Skills / Customer Service:

Interacts with mutual respect and dignity. Demonstrates team approach. Refers questions and comments to appropriate personnel. Demonstrates a cooperative and professional attitude in working with co-workers, students, staff and the public. Uses appropriate problem-solving strategies. Handles sensitive issues appropriately.

Unsatisfactory *Needs Improvement* *Meets Expectations* *Above Expectations*

Comments:

6. Communication Skills:

Exchanges information accurately and uses appropriate form of communication for audience. Provides tactful and courteous communication. Uses correct grammar, punctuations and spelling in communications. Uses email and district-issued cell phone effectively.

Unsatisfactory *Needs Improvement* *Meets Expectations* *Above Expectations*

Comments:

7. Initiative and Follow-through:

Demonstrates ability to effectively plan and organize workload. Performs assigned tasks with minimal supervision. Recognizes needs and acts appropriately without direction. Demonstrates ability to deal with non-routine and/or emergency situations. Provides assistance to other team members and situations as needed.

Unsatisfactory *Needs Improvement* *Meets Expectations* *Above Expectations*

Comments:

8. Adaptability:

Adjusts positively to new processes, assignments, and/or working conditions. Responsive and flexible to the needs of staff, students and public.

Unsatisfactory *Needs Improvement* *Meets Expectations* *Above Expectations*

Comments:

9. Professionalism:

Respects, understands and demonstrates confidentiality. Demonstrates the characteristics of a positive role model. Exhibits good judgment and common sense. Presents an appearance appropriate for the assignment. Uses professional tone of voice at all times.

Unsatisfactory *Needs Improvement* *Meets Expectations* *Above Expectations*

Comments:

10. Leadership Skills (FOMs only):

Leads by example, possesses solid work ethic. Exhibits positive people management skills. Communicates well with custodial staff and operations. Effectively manages costs and budget. Provides appropriate feedback and supervision to custodial team. Fosters personal and professional growth within custodial team. Regularly monitors adherence to school/department practices to ensure compliance and maximum efficiency.

Unsatisfactory *Needs Improvement* *Meets Expectations* *Above Expectations*

Comments:

11. School/Department Support (FOMs only):

Works collaboratively with principal, building/department leadership and/or administrative team. Keeps the mission and vision of the district (support of student achievement) in the forefront of all planning, communications, and work. Effectively supports school and/or department.

Unsatisfactory *Needs Improvement* *Meets Expectations* *Above Expectations*

Comments:

Evaluator's Comments:

Overall Evaluation Rating:

Unsatisfactory *Needs Improvement* *Meets Expectations* *Above Expectations*

Signatures:

My signature below indicates that I have received this evaluation; it does not necessarily indicate that I agree with the noted comments or ratings. I understand I may give Human Resources a rebuttal/statement within ten business days of my receipt of this evaluation, to be attached to this evaluation in my personnel file.

Signature of Employee/Evaluated

Printed Name of Employee/Evaluated

Date

Signature of Evaluator

Printed Name of Evaluator

Date