



Craven County Schools
Performance Excellence Signature Sheet for Custodians

Employee Position Site School Year

Mid-Year (OPTIONAL)

Employee's Signature: Date:

Evaluator's Signature: Date:

(Please initial for each document reviewed and received)

- Reviewed & Copy Received Signature Sheet
Reviewed & Copy Received General Indicators
Reviewed & Copy Received Individual Growth Plan
Reviewed & Copy Received Employee and Supervisor's Comments

Summative

Employee's Signature: Date:

Evaluator's Signature: Date:

(Please initial for each document reviewed and received)

- Reviewed & Copy Received Signature Sheet
Reviewed & Copy Received General Indicators
Reviewed & Copy Received Individual Growth Plan
Reviewed & Copy Received Employee and Supervisor's Comments

** Did employee meet performance goal(s)? [] Yes [] No [] Goal(s) to be continued

Name: _____

Site: _____

Year: _____

GENERAL INDICATORS FOR CUSTODIANS		FALL				MID-YEAR				SUMMATIVE			
		U	N	S	E	U	N	S	E	U	N	S	E
1.	<i>Quality of work is satisfactory. Work is performed with care and thoroughly completed.</i>												
2.	<i>Production is satisfactory; plans and organizes work effectively. Time Management; adheres to schedule within daily duties</i>												
3.	<i>Custodian has satisfactory knowledge of all aspects of work assignments; performs work consistently and on time.</i>												
4.	<i>Ensures that the facility is a safe, clean, and is an inviting learning and working environment.</i>												
5.	<i>Oral and written skills are satisfactory; confidentiality maintained when needed or requested.</i>												
6.	<i>Rarely absent or tardy and adheres to work hours. Completes work assignments on time and needs little or no supervision.</i>												
7.	<i>Appearance and personal hygiene are good. Work areas are neat and well maintained.</i>												
8.	<i>Limits personal business during work time.</i>												
9.	<i>Gives 24-hour notice of non-emergency absences.</i>												
10.	<i>Resourceful; frequently presents suggestions to improve processes; self-confident.</i>												
11.	<i>Works well with others; sets a positive climate and makes an honest effort to be cooperative. Follows instructions, manages conflict and assist others as needed.</i>												
12.	<i>Uses equipment related to job duties effectively and efficiently.</i>												
13.	<i>Takes care and maintains equipment in good working order. Employee notifies appropriate person if major repairs are needed.</i>												
14.	<i>Takes personal pride in the maintenance of all areas of the facility.</i>												
15.	<i>Is able to organize and use time efficiently to maximize productivity.</i>												
16.	<i>Consistently treats others in a positive, courteous, and professional manner.</i>												

* U = UNSATISFACTORY N = NEEDS IMPROVEMENT S = SATISFACTORY E = EXCELLENT

INDIVIDUAL GROWTH PLAN FOR CUSTODIANS

Name: _____

Site: _____

Year: _____

CUSTODIAN IMPROVEMENT GOALS

Goal 1– Required: Identify a goal for improvement based on an analysis of your General Indicators results.

Goal 2- Optional: Identify a goal for improvement based on an analysis of your General Indicators results.

Write a brief summary of progress made towards accomplishing your goal(s).

