CUSTODIAL STAFF PERFORMANCE APPRAISAL

Name _____   **Evaluation period** _____

Position _____   **Department/campus** _____

Evaluator _____   **Title** _____

Rating Scale:

E	Exceeds Expectations	Performance exceeds expectations
P	Proficient	Performance meets expectations
I	Needs Improvement	Performance does not meet expectations
N/A	Not applicable	Performance is not expected

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

CUSTODIAL STAFF PERFORMANCE APPRAISAL

SPECIALIZED SKILLS				
1. Takes proper safety precautions with supplies and equipment	E	P	I	N/A
2. Follows schedule and completes cleaning and maintenance Assignments properly	E	P	I	N/A
3. Maintains adequate inventory of supplies and materials	E	P	I	N/A
4. Provides effective training and supervision of assigned employees	E	P	I	N/A
5.	E	P	I	N/A
6.	E	P	I	N/A
7.	E	P	I	N/A

Performance goals

General comments

Overall performance rating (check one)

o **Exceeds expectations**   o **Proficient**   o **Needs improvement**

My supervisor has discussed this evaluation with me. I have read and received a copy of it.

_____   _____
Employee signature   Date   Evaluator signature   Date

_____
Reviewer signature   Date