

**SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
5622 RAY ELLISON BOULEVARD  
SAN ANTONIO, TEXAS 78242**

**MAINTENANCE STAFF PERFORMANCE APPRAISAL**

Name \_\_\_\_\_ Evaluation period \_\_\_\_\_

Position \_\_\_\_\_ Department/campus \_\_\_\_\_

Evaluator \_\_\_\_\_ Title \_\_\_\_\_

**Rating Scale:**

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

**Directions:** Use the above descriptors to rate each skill. Determine the overall job performance by reviewing all ratings.

<b>GENERAL SKILLS</b>				
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

# MAINTENANCE STAFF PERFORMANCE APPRAISAL

<b>SPECIALIZED SKILLS</b>				
1. Determines necessary tools, materials, and time	E	P	I	N/A
2. Responds promptly to work order requests	E	P	I	N/A
3. Follows schedule for preventive maintenance and repairs	E	P	I	N/A
4. Maintains records to control inventory of materials, supplies, and equipment	E	P	I	N/A
5.	E	P	I	N/A
6.	E	P	I	N/A
7.	E	P	I	N/A
<b>Performance goals</b>				
<b>General comments</b>				
<b>Overall performance rating (check one)</b>  <input type="radio"/> Exceeds expectations <input type="radio"/> Proficient <input type="radio"/> 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	