



San Benito Consolidated Independent School District
School Year: 20__ - 20__
240 N. Crockett • San Benito, Texas 78586 • (956) 361 - 6150

CUSTODIAN EVALUATION REPORT

Employee Name

Campus/Department

Employee ID#

Position

Performance Levels:

1= **Above Average** – Consistently above all standards and expectations

2= **Average** – Performance is always up to or above standards and expectations

3= **Needs Improvement** – Employee performs only border line acceptable work or is inconsistent with performance

4= **Unacceptable** – Employee has been continually spoken to and still does not perform his/her duties/assignments properly

#	CATEGORY	1	2	3	4	NOTES/COMMENTS
1	Appearance Appropriate neatness and dress.					
2	Attendance & Punctuality Is consistently on time and present at work.					
3	Job Knowledge Has the understanding and knowledge necessary to perform duties as listed in job description					
4	Cooperation/Work Behaviors Disposition towards work, coworkers, staff and students. Willingness to respond to requests from staff and supervisors.					
5	Initiative Undertakes activities related to their job on their own, suggestions for improvements and acts as a team player					
6	Work Habits Equipment Care – Consider all factors including proper maintenance and use of equipment.					
7	Closet and Storage Areas Consider neatness, cleanliness and organization of area.					

#	CATEGORY	1	2	3	4	NOTES/COMMENTS
8	Safety Ensures a hazard free environment for students, staff and himself/herself, i.e. lock doors, secure equipment, wet floor signs, etc.					
9	Quality of Work Volume of work performed under normal conditions, the completeness, neatness and acceptability of work done.					

Do you recommend this employee for continued employment: ☐ Yes ☐ No
If answer is no, please attach a letter giving specific details.

Principal's Comments:

Employee Signature

Date

Principal's Signature

Date