

PSD Evaluation

Custodial Evaluations

Employee information:

Employee # Employee Name Employee Positions(s)

Evaluator information:

Evaluator Name

Evaluation information:

School Year Eval Type

Additional Information:

- 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.

Criterion 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.

| Criterion 1 | Unsatisfactory | Basic | Proficient | Distinguished |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Criterion 1: Overall Score | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Criterion 2: Quality of Work

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

| Criterion 2 | Unsatisfactory | Basic | Proficient | Distinguished |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Criterion 2: Overall Score | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Criterion 3: Quantity of Work

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

| Criterion 3 | Unsatisfactory | Basic | Proficient | Distinguished |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Criterion 3: Overall Score | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Criterion 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)

| Criterion 4 | Unsatisfactory | Basic | Proficient | Distinguished |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Criterion 4: Overall Score | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Criterion 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.

| Criterion 5 | Unsatisfactory | Basic | Proficient | Distinguished |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Criterion 5: Overall Score | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Criterion 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.

| Criterion 6 | Unsatisfactory | Basic | Proficient | Distinguished |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Criterion 6: Overall Score | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Criterion 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.

| Criterion 7 | Unsatisfactory | Basic | Proficient | Distinguished |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Criterion 7: Overall Score | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Criterion 8: Adaptability

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

| Criterion 8 | Unsatisfactory | Basic | Proficient | Distinguished |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Criterion 8: Overall Score | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Criterion 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.

| Criterion 9 | Unsatisfactory | Basic | Proficient | Distinguished |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Criterion 9: Overall Score | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Overall Evaluation Scores

| Criteria | Unsatisfactory = 1 | Basic = 2 | Proficient = 3 | Distinguished = 4 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Criterion 1: Job Knowledge / Job Performance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Criterion 2: Quality of Work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Criterion 3: Quantity of Work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Criterion 4: Attendance and Punctuality: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Criterion 5: Interpersonal Skills / Customer Service | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Criterion 6: Communication Skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Criterion 7: Initiative and Follow-through | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Criterion 8: Adaptability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Criterion 9: Professionalism | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Overall Evaluation Score | — | | | |
| | Score Range: 9 to 13 | Score Range: 14 to 22 | Score Range: 23 to 31 | Score Range: 32 to 36 |

Summary Comments:

This evaluation has been reviewed with employee.

Date reviewed with employee

Signatures:

Evaluator Signature

Not signed yet

Employee Signature

Not signed yet