

# PSD Evaluation

## Custodial Facilities Operational Manager (FOM) Evaluation

### Employee information:

Employee #	Employee Name	Employee Positions(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Evaluator information:

Evaluator Name
<input type="text"/>

### Evaluation information:

School Year	Eval Type
<input type="text"/>	<input type="text" value="Please, select 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:

### Criterion 10: Leadership Skills

Leads by example, possesses solid work ethic. Exhibits positive people management skills. Communicates well with custodial staff and operations. Effectively manages costs and budget. Provides appropriate feedback and supervision to custodial team. Fosters personal and professional growth within custodial team. Regularly monitors adherence to school/department practices to ensure compliance and maximum efficiency.

Criterion 10	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 10: Overall Score	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

### Criterion 11: School/Department Support

Works collaboratively with principal, building/department leadership and/or administrative team. Keeps the mission and vision of the district (support of student achievement) in the forefront of all planning, communications, and work. Effectively supports school and/or department.

Criterion 11	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 11: 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"/>
Criterion 10: Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 11: School/Department Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Evaluation Score	_____			
	Score Range: 11 to 16	Score Range: 17 to 27	Score Range: 28 to 38	Score Range: 39 to 44

Summary Comments:

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This evaluation has been reviewed with employee.

▼

Date reviewed with employee

mm/dd/yyyy

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Signatures:

Evaluator Signature

Not signed yet