#### CUSTODIANS, MAINTENANCE, UTILITY, AND WAREHOUSE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Department/School Name Position

EXCEEDS JOB MEETS JOB NEEDS IMPROVEMENT

**EXPECTATIONS EXPECTATIONS TO BE SATISFACTORY**

1. Quality of work

(accuracy, neatness,

thoroughness) \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

2. Quantity of work

(volume, amount,

speed, consistency) \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

3. Knowledge of work

(ability to recognize

and maintain work

standards) \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

4. Adaptability

(ability to change with

job expectations) \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

5. Dependability

(reliability) \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

6. Cooperation

(ability to follow

directions) \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

7. Judgment

(ability to take

appropriate action) \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

8. Initiative

(motivation, interest

in work) \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

9. Personality

(courtesy, public

relations) \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

EXCEEDS JOB MEETS JOB NEEDS IMPROVEMENT

**EXPECTATIONS EXPECTATIONS TO BE SATISFACTORY**

10. Attendance \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

11. Personal Hygiene

(grooming) \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

12. Staff relations

(ability to work

with other employees

and supervisors) \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

13. Overall performance \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

Evaluator’s Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that my signature is not intended to indicate my agreement with the evaluation, but verifies that I have read the evaluation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator's Signature Date