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

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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:

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

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Employee’s Comments:

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

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

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Employee's Signature Date

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Evaluator's Signature Date