**Maintenance/Custodian**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **ACCURACY** is the correctness of work duties performed.

❒⁭ Very Good ❒⁭ Satisfactory ❒⁭ Needs Improvement ❒⁭ Unsatisfactory

2. **ALERTNESS** is the ability to grasp instructions, to meet changing conditions and to solve novel problems.

❒⁭ Very Good ❒⁭ Satisfactory ❒⁭ Needs Improvement ❒⁭ Unsatisfactory

3. **CREATIVITY** is talent for having new ideas, for finding new and better ways of doing things and for being imaginative.

❒⁭ Very Good ❒⁭ Satisfactory ❒⁭ Needs Improvement ❒⁭ Unsatisfactory

4. **FRIENDLINESS** is the sociability and warmth that an individual imparts in his attitude toward staff, other employees, their supervisor and the person he may supervise.

❒⁭ Very Good ❒⁭ Satisfactory ❒⁭ Needs Improvement ❒⁭ Unsatisfactory

5. **PERSONALITY** is an individual’s behavior characteristics or his personal suitability for the job.

❒⁭ Very Good ❒⁭ Satisfactory ❒⁭ Needs Improvement ❒⁭ Unsatisfactory

6. **PERSONAL APPEARANCE** is the personal impression an individual makes on others.

❒⁭ Very Good ❒⁭ Satisfactory ❒⁭ Needs Improvement ❒⁭ Unsatisfactory

**7. PHYSICAL FITNESS** is the ability to work consistently and with only moderate fatigue.

❒⁭ Very Good ❒⁭ Satisfactory ❒⁭ Needs Improvement ❒⁭ Unsatisfactory

8. **ATTENDANCE** is faithfulness in coming to work daily and conforming to work hours.

❒⁭ Very Good ❒⁭ Satisfactory ❒⁭ Needs Improvement ❒⁭ Unsatisfactory

9. **HOUSEKEEPING** is the orderliness and cleanliness in which an individual keeps his work area.

❒⁭ Very Good ❒⁭ Satisfactory ❒⁭ Needs Improvement ❒⁭ Unsatisfactory

10. **DEPENDABILITY** is the ability to do required jobs well with a minimum of supervision.

❒⁭ Very Good ❒⁭ Satisfactory ❒⁭ Needs Improvement ❒⁭ Unsatisfactory

11. **DRIVE** is the desire to attain goals, to achieve.

❒⁭ Very Good ❒⁭ Satisfactory ❒⁭ Needs Improvement ❒⁭ Unsatisfactory

12. **JOB KNOWLEDGE** is the information concerning work duties that an individual should know for a satisfactory job performance.

❒⁭ Very Good ❒⁭ Satisfactory ❒⁭ Needs Improvement ❒⁭ Unsatisfactory

13. **QUANTITY OF WORK** is the amount of work an individual does in a workday.

❒⁭ Very Good ❒⁭ Satisfactory ❒⁭ Needs Improvement ❒⁭ Unsatisfactory

14. **STABILITY** is the ability to withstand pressure and to remain clam in crisis situations.

❒⁭ Very Good ❒⁭ Satisfactory ❒⁭ Needs Improvement ❒⁭ Unsatisfactory

15. **COURTESY** is the polite attention an individual gives other people.

❒⁭ Very Good ❒⁭ Satisfactory ❒⁭ Needs Improvement ❒⁭ Unsatisfactory

16. **OVERALL EVALUATION**

❒⁭ Satisfactory ❒⁭ Unsatisfactory

**COMMENTS:**

Evaluated by Maintenance Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Your signature does not imply agreement with this evaluation, but only that you have read it and have had an opportunity to discuss it with the evaluator.)