**Custodial/Maintenance Employee Performance Evaluation**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Insert an "X" in the appropriate column for each of the factors and add comments as needed below. |  | Annual | **🞎** | Employee Name: | | |  | | | | |
|  | Interim | **🞎** | Location: |  | | | | | | |
|  | Probation | **🞎** | Position Title: | | **Custodian / Maintenance** | | | | | |
|  |  |  | Evaluation Period: | | | | From: |  | To: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERFORMANCE FACTORS**  **(See Reverse)** | **Unsatisfactory** | **Needs**  **Improvement** | **Satisfactory** | **COMMENTS** |
| 1. Staff/Student Relationships |  |  |  |  |
| 2. Attitude Towards Others |  |  |  |  |
| 3. Attitude Toward Work |  |  |  |  |
| 4. Quality of Work |  |  |  |  |
| 5. Attendance and Punctuality |  |  |  |  |
| 6. Appearance |  |  |  |  |
| 7. Initiative |  |  |  |  |
| 8. Responsibility |  |  |  |  |
| 9. Judgment/Confidentiality |  |  |  |  |
| 10. Knowledge of Work |  |  |  |  |
| 11. Overall Performance |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Supervisor Signature/Date | |  |  | \*Employee Signature/Date | |  |
| Supervisor Comments |  | |  | Employee Comments |  | |
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\*Signature indicates that the employee has seen and discussed this evaluation report.

1. **Staff/Student Relationships** -The employee displays a willingness to assist others and recognizes their position as a service to the students, staff administration and community.
2. **Attitude Towards Others** - Cooperative effort to satisfy the needs and expectations of supervisor, associates and others. The employee is a team worker and makes effective use of fact and discretion in dealing with others.
3. **Attitude Toward Work** - The employee is able to adjust to changing conditions and new situations. The employee is flexible and versatile and has the willingness to perform various types of assignments with equal effectiveness.
4. **Quality of Work** - Individual is able to organize, plan and control own work; keeping on top of work, keeping projects moving toward completeness. Duties are performed in an efficient, complete and timely manner. Neatness, accuracy, completeness and competence are evident. The employee paces himself/herself accordingly and constantly maintains quality standards, i.e. neatness and accuracy, time management (deadlines, self-pacing) and organization.
5. **Attendance and Punctuality** - Employee is prompt and follows building and department attendance procedures.
6. **Appearance** - The employee's general appearance is neat, clean and appropriate to the surrounds in which they work.
7. **Initiative** - Employee does not wait to be told or asked. The employee anticipates and responds accordingly. Duties are improved automatically because of sensitivity and an awareness of the need for change and improvement. Employee finds solutions to problems regardless of obstacles, is resourceful and uses analytical ability with minimal amount of direction required.
8. **Responsibility** - The employee has a sense of ownership to perform the job completely and in a timely manner. The employee demonstrates cost conscientiousness, dependability and the ability to follow through and accomplish a task.
9. **Judgment/Confidentiality** - Employee makes sound decisions and exercises discretion as appropriate given the situation.
10. **Knowledge of Work** - Employee has the skills, training and experience directly related to the performance of the job description. Regularly updates knowledge of job related concepts and/or skills. All necessary certificates, licenses and/or other requirements are on file and up to date.
11. **Overall Performance** - Consider the qualities rated on this form and any other qualities the employee may possess which affect his/her contribution to the organization and in the completion of the requirements of the job.