**MAINTENANCE & OPERATIONS PERFORMANCE EVALUATION**

EMPLOYEE: EVALUATION PERIOD: to

POSITION: DATE OF EVALUATION:

WORK SITE: EVALUATOR:

PERFORMANCE RATING KEY

1 = Poor/Needs Immediate Improvement 4 = Commendable/Performance Frequently Above Average

2 = Fair/Needs Some Improvement 5 = Not Applicable

3 = Average/Works at an Acceptable Level

**A. JOB KNOWLEDGE AND SKILLS PERFORMANCE CHECKLIST**

 1 2 3 4 5

1. Demonstrates skills necessary for the position. 

2. Demonstrates ability to work effectively and safely. 

3. Demonstrates ability to communicate (written and oral) effectively with others. 

4. Maintains building security. 

5. Able to assess complex information/situations and present it to others in an 

 understandable manner.

6. Follows district/department/building rules, regulations, policies and standards. 

COMMENTS:

**B. QUANTITY AND QUALITY OF WORK PERFORMANCE CHECKLIST**

 **1 2 3 4 5**

1. Prioritizes time in order to produce an acceptable quantity of work. 

2. Provides quality and accuracy in work. 

COMMENTS:

**C. ATTITUDE TOWARD WORK/HUMAN RELATIONS PERFORMANCE CHECKLIST**

 **1 2 3 4 5**

1. Positive when offering and receiving corrective feedback. 

2. Keeps work area clean and organized. 

3. Demonstrates a positive work relationship with all staff and the public. 

4. Demonstrates flexibility with job assignments. 

5. Demonstrates acceptance of unavoidable tension and pressure. 

6. Is punctual and attendance at work is regular. 

7. Accepts and follows direction from supervisor. 

8. Provides consistency in prioritizing customer needs. 

9. Maintains appropriate appearance and personal hygiene. 

COMMENTS:

**D. INITIATIVE PERFORMANCE CHECKLIST**

 **1 2 3 4 5**

1. Demonstrates initiative on the job. 

2. Develops workable solutions to most problems on his/her own. 

3. Keeps supervisor informed of job progress. 

4. Seeks to improve methods and techniques. 

5. Places priority on accomplishing tasks. 

COMMENTS:

**E. CARE OF EQUIPMENT/SAFETY PERFORMANCE CHECKLIST**

 **1 2 3 4 5**

1. Handles equipment with care. 

2. Takes necessary safety precautions when handling materials. 

3. Uses equipment the way it is intended to be used. 

4. Sets a good example by practicing safe work habits. 

5. Looks for areas/items that require attention and responds by either correcting the 

 situation or providing written notice to supervisor.

6. Is aware of and utilizes “Right to Know” materials. 

COMMENTS:

**F. PERIODIC INSPECTIONS PERFORMANCE CHECKLIST**

 **1 2 3 4 5**

1. Overall rating of periodic inspections conducted during this evaluation period. 

COMMENTS:

**SUPERVISOR COMMENTS/SUGGESTIONS:**

**EMPLOYEE COMMENTS:**

**SUPERVISOR’S SIGNATURE:** **DATE:**

**EMPLOYEE’S SIGNATURE:** **DATE:**

*NOTE: Employee’s signature does not necessarily constitute agreement with the contents of this evaluation.*