

Maintenance/Custodial Classified Employee Evaluation

Employee Name: _____ Location / Position: _____ Time in Present Position: _____

Scale score:	S = Satisfactory – Employees overall performance is acceptable and generally meets supervisor's expectations/performance requirements
	U = Unsatisfactory – Employees overall performance is well below or does not meet supervisor's expectations/performance requirements
	N/A = Not Applicable

Performance Criteria	Competencies	Scale Score	Comments
Safety / Compliance with Procedures & Policies / Equipment Care	1. Properly uses equipment and tools.		
	2. Maintains equipment and tools.		
	3. Inventories, orders, stores and uses materials wisely.		
	4. Promptly reports maintenance needs and safety hazards.		
	5. Does not endanger self or others.		
	6. Adheres to district and department policies, procedures, rules and federal/state laws.		
	7. Provides accurate, neat and thorough required reports, paperwork.		
Attendance and Dependability	1. Arrives to work on time.		
	2. Does not leave early without authorization.		
	3. Provides reasonable notice when absent.		
	4. Is prudent in use of leave and adheres to leave policies.		
Responsibility	1. Is reliable and stays on task.		
	2. Maintains confidentiality with privileged information.		
	3. Plans, organizes, and accomplishes work on schedule.		
	4. Complies with instructions.		
Communication Skills	1. Practices professional telephone and email etiquette.		
	2. Demonstrates active listening skills.		
	3. Communicates appropriately through established lines of authority.		

Scale score:	D - Distinguished - Employee's overall performance exceeds supervisor's expectations/performance requirements	
	S = Satisfactory – Employee's overall performance is acceptable and generally meets supervisor's expectations/performance requirements	
	N = Needs improvement – Employee's overall performance is generally below supervisor's expectations/performance requirements	
	U = Unsatisfactory – Employee's overall performance is well below or does not meet supervisor's expectations/performance requirements	

Performance Criteria	Competencies	Scale Score	Comments
Interpersonal Skills	1. Deals with colleagues and supervisors in a positive, constructive and fair manner.		
	2. Offers differing opinions in a constructive and helpful manner.		
	3. Shows courtesy and respect to administrators, supervisor, colleagues, staff, visitors, and students.		
Flexible / Adaptability	1. Demonstrates willingness to learn new tasks and procedures.		
	2. Demonstrates willingness to incorporate new ideas or methods.		
	3. Adapts to changing work environment.		
	4. Works independently with a minimal amount of supervision.		
	5. Ability to handle interruptions and matters of urgency.		
Professionalism	1. Positively represents the District in the work place; exhibits professional demeanor, including professional dress, grooming, hygiene and language.		
	2. Accepts responsibility for mistakes or failures.		
	3. Accepts constructive feedback and responds professionally.		
	4. Maintains composure, demonstrates constraints and self-control in difficult situations.		
	5. Identifies and corrects problems before they escalate into major issues.		
	6. Communicates effectively with verbal communication as it relates to essential skills necessary to perform the job; effectively speaks clearly, does not use inappropriate language, is not rude, and is patient.		
	7. Refrains from unnecessary or excessive socializing, uses time wisely.		
	8. Resolves conflicts professionally.		
Job Knowledge	1. Has demonstrated working knowledge of required skills, equipment and materials that are necessary for completion of assigned work.		
	2. Has the demonstrated knowledge to complete tasks required in current job.		
	3. Keeps appropriate licenses current as required by job description.		
Teamwork / Collaboration	1. Provides assistance and encouragement to co-workers and supervisor in a positive and cooperative manner; shares information and expertise with others; supports the overall success of the department.		
	2. Fills in where needed to ensure efficient operations.		

OVERALL PERFORMANCE SCORE = **Distinguished** **Satisfactory** **Needs Improvement** **Unsatisfactory**

Development Plan

Training education and work assignments, which could be used to improve the employee's performance and develop skills during the next appraisal period.
Plan:

Employee Comments Use this section to provide comments about this appraisal and/or career goals established.

Employee Signature* _____ **Date** _____

Evaluator Signature** _____ **Date** _____

* Employee signature does not necessarily imply he/she agrees with the evaluation, only that he/she has seen and discussed it with the evaluator.

**Evaluator signature indicates that he/she has reviewed this document with the employee.