

Performance Evaluation for Custodians

Probationary

Non-probationary, biennial evaluation

Name _____

School Year _____

School/Shift _____

Supervisor _____

Principal _____

For each indicator, check the column which describes the degree to which the employee meets performance expectations: **Satisfactory**, **Needs Improvement**, **N/A** (not applicable). Use the comments section to expand or clarify. (A written comment is expected if an employee does not meet expectations for a given indicator.)

The written evaluation will be discussed with the employee in a conference. In each case where an employee does not meet expectations, the evaluator will explain specifically what improvements(s) are expected.

The evaluator and employee will both sign the completed evaluation. The employee's signature means that s/he has reviewed the evaluation with the evaluator. Signature does not indicate that the employee agrees with the ratings or conclusions. The evaluator will assure that there are three copies of the written evaluation. One copy will be provided to the employee, one copy will be filed in the employee's personnel file, and one copy retained by the building principal.

The employee may write a rebuttal to the evaluation, which will be attached to the evaluation in his/her personnel file.

Job Knowledge

Custodian Evaluation

Using the job description, evaluate skill/knowledge of the employee regarding information, procedures, materials, equipment, techniques, etc., required for the position.

	Satisfactory	Needs Improvement	N/A
a. Has necessary skills to complete tasks required.			
b. Understands and completes all records, reports and documents required.			
c. Has working knowledge of equipment/material that is necessary for the completion of assigned tasks.			
d. Attends scheduled meetings and training as assigned.			
e. Adheres to Board of Education policies.			

Comments:

Productivity and Quality of Work

Rate the completion, accuracy, timeliness and volume of work based on the job description.

	Satisfactory	Needs Improvement	N/A
a. Completes the required tasks.			
b. Completes tasks accurately.			
c. Completes tasks in a timely manner.			
d. Uses proper safety measures.			
e. Takes initiative in seeking and completing tasks without supervision.			

Comments:

Responsibility, Dependability and Attendance

Custodian Evaluation

Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demand, attendance, dependability and general assistance.

	Satisfactory	Needs Improvement	N/A
a. Uses discretion with confidential or privileged information.			
b. Follows directions.			
c. Uses good judgment in performing responsibilities.			
d. Organizes work responsibilities and sets priorities.			
e. Has a good attendance record.			
f. Reports to work punctually.			
g. Returns to work from break and/or meals punctually.			
h. Performs other duties beyond basic expectations that benefit the entire school community.			

Comments:

Interpersonal Relations

Consider relationships with other employees, students, and the community, including willingness to perform required duties and to help others accomplish tasks.

	Satisfactory	Needs Improvement	N/A
a. Deals with students and parents in a positive, constructive manner.			
b. Deals with colleagues and supervisors in a positive, constructive manner.			
c. Cooperates in accomplishing school and district goals and objectives.			
d. Handles problems in a constructive and fair manner.			
e. Works through the appropriate chain of command when addressing problems.			
f. Offers differing opinions in a constructive and helpful manner.			

Comments:

Summary

	Satisfactory	Needs Improvement	Unsatisfactory
Overall job performance on applicable items.			

Would you recommend that this employee be re-employed for the next school year in his/her present position? Yes No (Complete Comments, below.)

Comments:

Growth and Development. Suggestions for increased job effectiveness and/or improvement in performance. (Include relevant dates for review, if appropriate.)

Signature acknowledges that this evaluation has been discussed with the employee. Signature does not indicate that the employee agrees with its ratings or conclusions.

Employee Signature

Supervisor Signature

Principal

Date

Date