Employee Performance Evaluation

For School District 25 Facilities Department
Custodian

Employee Name:_____ **Date:_____**

Job Title:_____ **Building Assigned:_____**

For _____ School Year

☐ **6 Month** ☐ **Annual** ☐ **Does Not Meet (120 calendar days)** ☐ **Extended (60 calendar days)**

Section I

Work Area Performance Appraisal; Rate each item by selecting the phrase most closely describing the employee's actual work performance or knowledge.

1. Job Knowledge

A. Custodial Cleaning Knowledge
- 1 Struggles with concepts
- 2 Understands procedures
- 3 Brings new idea or knowledge that is implemented.

B. Custodial Tools knowledge
- 1 Struggles with equipment
- 2 Operates all equipment
- 3 Operates and maintains

2. General Responsibilities

A. Exterior Building Conditions
- 1 Unkept and dirty
- 2 Usually clean and in good condition
- 3 Consisitently clean and in good condition

B. Interior Building Conditions
- 1 Unkept and dirty
- 2 Usually clean and in good condition
- 3 Consistently clean and in good condition

C. Safety
- 1 Careless and takes chances
- 2 Sets proper example of safe practices
- 3 Proactive for safety issues

3. Work Performance

A. Quantity
- 1 Cannot account for time spent working
- 2 Can account for time spent working
- 3 Can account for time spent working and always looking for more to do

3. Work Performance (cont)

B. Quality
- 1 Poor, needs frequent checks
- 2 Work is of acceptable quality
- 3 Workmanship consistently of the utmost quality

C. Dependability
- 1 Poor and or not reliable
- 2 Regular attendance
- 3 Reliable and consistently there when needed

D. Attitude
- 1 Complains about work
- 2 Finishes work with no complaints
- 3 Consistently finishes work with positive attitude

4. Initiative

A. Self – Starter
- 1 Needs to be told what to do and when to do it
- 2 Develops and builds on viable reasonable solutions
- 3 Develops viable reasonable solutions on own and keeps appropriate levels of management informed

B. Self - Improvement
- 1 No interest or complains about learning opportunities
- 2 Willing to learn when presented the opportunity
- 3 Seeks educational opportunities

____	X	1	=	____	0 to 20	= Does Not Meet Expectations
____	X	2	=	____	21 to 26	= Meets Expectations
____	X	3	=	____	27 to 33	= Exceeds Expectations
Total				____		

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Section II
Comments by Evaluators:

_____ Initials _____ Initials _____ Initials

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Section III
Comments by Employee:

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Section IV
Goals for the next evaluation period: This may be based on the previously mentioned items but is not limited to them.

_____
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Section VI
Signatures: The signing of this document indicates that the preceding items were discussed with the employee and does not necessarily indicate agreement or disagreement with the items in this evaluation.

Date of Evaluation:_____

_____ _____
Facilities Management **Employee**

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Additional space for writing: