Employee Performance Evaluation

For School District 25 Facilities Department
Receiving and Delivery

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. Shipping Equipment Knowledge
- 1 Struggles with equipment
- 2 Operates all equipment
- 3 Operates and maintains

C. Computer Knowledge
- 1 Struggles with concepts
- 2 Understands basics
- 3 Knowledge beyond requirements

2. General Responsibilities

A. Exterior Building Conditions
- 1 Unkept and dirty
- 2 Usually clean and in good condition
- 3 Consistently 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. Planning
- 1 Needs to be told what to do and when to do it
- 2 Submits accurate completed plans when told
- 3 Submits accurate completed plans on own

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

E. Records and Paperwork
- 1 Disregard of neatness or timeliness
- 2 Neat and on time
- 3 Neat, on time and thorough

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 consistently looking for more to do

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 on own

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____	X	1	=	____	0 to 26	= Does Not Meet Expectations
____	X	2	=	____	27 to 35	= Meets Expectations
____	X	3	=	____	36 to 42	= Exceeds Expectations
Total				____		

Section II
Comments by Evaluators:

_____ 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 V
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: