

Custodial Appraisal

Staff Member:

Supervisor:

Evaluation Date:

Use the descriptors below to rate each skill.

Rating Scale:

- E Exceeds expectation
- P Proficient
- N Needs improvement
- U Unsatisfactory
- N/A Not applicable

PERSONAL QUALITIES

Appearance

Consider if dress is appropriate for the position.

E P N U N/A

Attendance and Punctuality

Consider attendance and reporting on time.

E P N U N/A

Personality

Willingness, attitude, and cooperation in relationships with faculty, student, and parents.

E P N U N/A

WORK HABITS

A. Equipment Care

Consider all factors including proper maintenance and use of equipment.

E P N U N/A

B. Use of Supplies

Consider proper and efficient use of supplies.

E P N U N/A

C. Closet and Storage Areas

Consider neatness, cleanliness and organization of area.

E P N U N/A

JOB PERFORMANCE

Quality of Work

Consider the completeness, neatness and acceptability of work done.

E P N U N/A

Quantity of Work

Consider amount of work done within given time compared to expected results.

- E P N U N/A

Safety Performance

Consider all facets of safety in present position.

- E P N U N/A

Comments or specific concerns to be addressed by the employer:

Employee's Signature & Date:

Observer's Signature & Date