

MAINTENANCE APPRAISAL FORM

NAME: _____ POSITION _____

EVALUATOR: _____ TITLE _____

EVALUATION PERIOD: FROM _____ TO _____

Use the descriptors below to rate each skill.

Rating Scale:

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

DIRECTONS: Use the above descriptors to rate each skill. Determine the overall job performance by reviewing all ratings.

GENERAL SKILLS						
1.	Works cooperatively with others.	<input type="checkbox"/> E	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> U	<input type="checkbox"/> N/A
2.	Participates in meetings, training, and special events.	<input type="checkbox"/> E	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> U	<input type="checkbox"/> N/A
3.	Follows verbal and written instructions from supervisor.	<input type="checkbox"/> E	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> U	<input type="checkbox"/> N/A
4.	Follows district policies and procedures.	<input type="checkbox"/> E	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> U	<input type="checkbox"/> N/A
5.	Provides safety and security for self and others.	<input type="checkbox"/> E	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> U	<input type="checkbox"/> N/A
6.	Completes assignments on time and accurately.	<input type="checkbox"/> E	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> U	<input type="checkbox"/> N/A
7.	Follows attendance and punctuality rules.	<input type="checkbox"/> E	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> U	<input type="checkbox"/> N/A
8.	Demonstrates appropriate job knowledge.	<input type="checkbox"/> E	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> U	<input type="checkbox"/> N/A
9.	Maintains neat and orderly work area.	<input type="checkbox"/> E	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> U	<input type="checkbox"/> N/A
10.	Uses, maintains, and stores work material properly	<input type="checkbox"/> E	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> U	<input type="checkbox"/> N/A
11.	Identifies and responds to problems effectively	<input type="checkbox"/> E	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> U	<input type="checkbox"/> N/A
12.	Communicates effectively	<input type="checkbox"/> E	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> U	<input type="checkbox"/> N/A

MAINTENANCE APPRAISAL FROM

SPECIALIZED SKILLS						
1.	Determines necessary tools, materials, and time.	<input type="checkbox"/> E	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> U	<input type="checkbox"/> N/A
2.	Responds promptly to work order requests.	<input type="checkbox"/> E	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> U	<input type="checkbox"/> N/A
3.	Follows schedule for preventive maintenance and repairs.	<input type="checkbox"/> E	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> U	<input type="checkbox"/> N/A
4.	Maintains records to control inventory of materials, supplies, and equipment.	<input type="checkbox"/> E	<input type="checkbox"/> P	<input type="checkbox"/> N	<input type="checkbox"/> U	<input type="checkbox"/> N/A
PERFORMANCE GOALS:						
GENERAL COMMENTS:						
EMPLOYEE COMENTS:						
OVERALL PERFORMANCE RATING (check one)						
<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Proficient <input type="checkbox"/> Needs improvement						
Recommended for renewal:						
<input type="checkbox"/> Yes <input type="checkbox"/> No						
This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.						
_____ Employee Signature			_____ Date			
_____ Evaluator Signature			_____ Date			