

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.

Attendance and Punctuality

Consider attendance and reporting on time.

Personality

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

WORK HABITS

A. Equipment Care

Consider all factors including proper maintenance and use of equipment.

B. Use of Supplies

Consider proper and efficient use of supplies.

C. Closet and Storage Areas

Consider neatness, cleanliness and organization of area.

JOB PERFORMANCE

Quality of Work

Consider the completeness, neatness and acceptability of work done.

Quantity of Work

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

Safety Performance

Consider all facets of safety in present position.

Comments or specific concerns to be addressed by the employer:

For purposes of this document each party's typed name shall be deemed as an original signature.

Employee's Signature Date

Observer's Signature Date

My signature indicates this report has been discussed with me. I also understand my signature does not necessarily indicate agreement, and that I have 10 working days to prepare a written response that will be attached to this evaluation. I am aware this evaluation review will be placed in my personnel file.