

MAINTENANCE APPRAISAL FORM

NAME: _____ POSITION _____

EVALUATOR: _____ TITLE _____

EVALUATION PERIOD: FROM _____ TO _____

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.
2. Participates in meetings, training, and special events.
3. Follows verbal and written instructions from supervisor.
4. Follows district policies and procedures.
5. Provides safety and security for self and others.
6. Completes assignments on time and accurately.
7. Follows attendance and punctuality rules.
8. Demonstrates appropriate job knowledge.
9. Maintains neat and orderly work area.
10. Uses, maintains, and stores work material properly
11. Identifies and responds to problems effectively
12. Communicates effectively

MAINTENANCE APPRAISAL FROM

SPECIALIZED SKILLS

1. Determines necessary tools, materials, and time.
2. Responds promptly to work order requests.
3. Follows schedule for preventive maintenance and repairs.
4. Maintains records to control inventory of materials, supplies, and equipment.

PERFORMANCE GOALS:

GENERAL COMMENTS:

EMPLOYEE COMMENTS:

OVERALL PERFORMANCE RATING (check one)

Exceeds expectations

Proficient

Needs improvement

Recommended for renewal:

Yes

No

This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.

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

Employee Signature

Date

Evaluator 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.