Custodian Performance Evaluation Form

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| **Name of Employee:** | **Position:** |
| **Hire Date:** | **Supervisor:** |
| **Evaluation Period:** |
| **#** | **Category** | **Outstanding** | **Good** | **Acceptable** | **Needs Improvement** | **Comments** |
| **1** | **Job Knowledge**Has the understanding andknowledge necessary to performduties as listed in job description. |  |  |  |  |  |
| **2** | **Quality Of Work**Able to perform work accurately,completely and timely. |  |  |  |  |  |
| **3** | **Quantity of Work**Volume of work performed undernormal conditions. |  |  |  |  |  |
| **4** | **Initiative**Undertakes activities related to theirjob on their own, suggestions forimprovements and acts as a teamplayer |  |  |  |  |  |
| **5** | **Cooperation/Work Behaviors** Disposition towards work, coworkers, staff and students. |  |  |  |  |  |
| Willingness to respond to requests from staff and supervisors |  |  |  |  |  |
| **6** | **Safety**Ensures a hazard free environmentfor students, staff and himself/herself,i.e. lock doors, secure equipment, wetfloor signs, etc. |  |  |  |  |  |
| **7** | **Attendance & Punctuality**Is consistently on-time and present atwork. |  |  |  |  |  |
| **8** | **Appearance**Appropriate neatness and dress. |  |  |  |  |  |
| **All things considered, how do you rate this employee in relation to job performance and value to the school system?** |
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| **Major area(s) requiring performance improvement:** |
| **Action plan for improvement:** |
| **Completion Date:** |
| **Supervisor Comments:** |
| **Employee Comments:** |
| **The required conference was held on:** |
| **Employee’s Signature:** | **Date:** |
| **Supervisor’s Signature:** | **Date:** |
| **Human Resource’s Director Signature:** | **Date:** |
| **Note:****The employee’s signature does not signify agreement with this evaluation, but only that it has been reviewed and discussed with the employee. The employee may make any comments desired in the employee comments section. Additional sheets, if necessary, may be attached and made an official part of the review. All comments must be attached to the review prior to the document being passed to the next level of management for review.** |