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 and  knowledge necessary to perform  duties 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 under  normal conditions. |  | |  |  |  |  |
| **4** | **Initiative**  Undertakes activities related to their  job on their own, suggestions for  improvements and acts as a team  player |  | |  |  |  |  |
| **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 environment  for students, staff and himself/herself,  i.e. lock doors, secure equipment, wet  floor signs, etc. |  | |  |  |  |  |
| **7** | **Attendance & Punctuality**  Is consistently on-time and present at  work. |  | |  |  |  |  |
| **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.** | |