

Current Preferences Report

Confidential

Custodial / Maintenance Performance Appraisal

Name:

Conference Date: 01/19/2002

Position:

Evaluation Period:

Evaluator: Bill Craig

Preparation and Training

Mr. Smith consistently demonstrates appropriate foundation skills. Standard operating procedures and cleaning guidelines are followed routinely. When new machinery, chemicals, or processes are added to the expectations for custodians, Mr. Smith attends the appropriate training sessions and integrates the concepts learned into the daily operational routine as directed. When novel situations emerge, Mr. Smith had demonstrated good judgement in seeking help or clarification.

Performance Indicators

- N/A Demonstrated appropriate skill in the use of custodial machinery and equipment.
- N/A Demonstrated appropriate skill in the use of custodial chemicals.
- N/A Demonstrated appropriate skill and good judgement in following district custodial guidelines.
- N/A Attended required training and integrated new procedures into daily routine as directed.
- N/A Sought help and asked questions appropriately when confronted with novel situations.

Daily Performance

Mr. Smith demonstrates a clear understanding of the work that must be performed on each duty shift. An appropriate quantity of work is normally completed in the allotted time, and the quality of that work is typically good. Mr. Smith works well with minimal supervision once directions have been given and typically demonstrates appropriate flexibility to accommodate non-routine situations that emerge during the duty shift while completing assigned daily tasks.

Performance Indicators

- N/A Completes an appropriate amount of work in the allotted time.
- N/A Quality of completed work is high.
- N/A Works well with minimal supervision once instructions are given.
- N/A Handles non-routine situations appropriately while completing assigned daily tasks.

Workspace Management

Mr. Smith consistently demonstrates good workplace awareness and technique. All safety protocols for the operation of machinery and the proper use of chemicals are followed routinely. Mr. Smith generally manages time well and prioritizes tasks consistent with district expectations. Excessive or inappropriate absences have not been a problem.

Performance Indicators

- N/A Observes established safety protocols when using custodial machinery and equipment.
- N/A Observes established safety protocols when using custodial chemicals.
- N/A Manages time well to complete assigned tasks as scheduled.
- N/A Prioritizes non-routine tasks for completion consistent with district expectations.

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Essential Behaviors

Mr. Smith has been dependable and reliable in the performance of assigned duties. Consistently punctual, Mr. Smith has maintained a good record of attendance and has earned a reputation as a good worker who perseveres to complete assigned tasks. Mr. Smith appears to have a good working relationship with other employees, our patrons, and the public that visits our facilities.

Performance Indicators

N/A	Demonstrates dependability.
N/A	Demonstrates reliable consistency in the performance of assigned duties.
N/A	Is consistently punctual for assigned duty shifts.
N/A	Maintains solid record of attendance with absences only for approved reasons.
N/A	Maintains good working relationship with other employees.
N/A	Demonstrates appropriate relationship with patrons.
N/A	Demonstrates appropriately helpful relationship with visitors to the facilities.

Commendations

Mr. Smith has taken work seriously during this evaluation period. Attentive during training sessions, Mr. Smith has integrated concepts taught into the daily operational routine. Mr. Smith has been an important member of the custodial team that maintains our facilities.

Recommendations

1. Attend leadership workshops as assigned to improve your advancement potential.
2. You have many good ideas. Consider contributing to the employee suggestion program to improve daily efficiencies.

Bill Craig
Evaluator

Date

I have discussed the information contained in this document with my evaluator and was given the opportunity to ask questions about its content.

Name

Date