

# Rogers Public School Dist. #30 Maintenance & Head Custodian Evaluation

Employee: \_\_\_\_\_ Title: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

*1-Superior 2-Displays Strength 3-Average 4-Needs Improvement 5-Unsatisfactory*

Category	Description	Rating
<b>Work Accuracy &amp; Quality</b>	1. Work is performed carefully and accurately. 2. Errors are few, if any. 3. Displays ability to perform essential job functions. <i>Explanation:</i>	_____ _____ _____ _____
<b>Dependability / Responsibility</b>	1. Good Work Attendance. 2. Complete task with minimum supervision. 3. Accountable for tasks completed. <i>Explanation:</i>	_____ _____ _____ _____
<b>Work Productivity</b>	1. Performs job efficiently, meeting all required deadlines. 2. Ability to handle multiple tasks in a timely manner. 3. Readily accepts work assignments and completes assigned tasks in a timely manner. <i>Explanation:</i>	_____ _____ _____ _____
<b>Initiative</b>	1. Anticipates problems and takes action beforehand. 2. Critically analyzes job duties to create a faster and easier way to do job. <i>Explanation:</i>	_____ _____ _____ _____
<b>General Attitude</b>	1. Eager to learn new assignments and work methods. 2. Works well with others to accomplish assigned tasks. 3. Willing to work additional hours at supervisor's request in order to meet deadlines. <i>Explanation:</i>	_____ _____ _____ _____
<b>Staff Development</b>	1. Willingness to upgrade job skills and knowledge. 2. Attendance at staff meetings. <i>Explanation:</i>	_____ _____ _____ _____
<b>Public and Interpersonal Skills</b>	1. Ability to interact effectively with the public and co-workers. 2. Projects and sustains a positive image of the school. <i>Explanation:</i>	_____ _____ _____ _____
<b>Job Knowledge</b>	1. Understanding of job duties and responsibilities. 2. Knowledge of techniques, methods and procedures to do the job. 3. Knowledge of school resources (who to contact). <i>Explanation:</i>	_____ _____ _____ _____
<b>Adaptability to Change</b>	1. Ability to adjust to and support changing policies and procedures. 2. Ability to change work methods as technology allows for efficiency. <i>Explanation:</i>	_____ _____ _____ _____
<b>Professional Qualities</b>	1. Reports to work daily in clean, regulation uniform. 2. Keeps equipment and vehicle clean, orderly and serviced. <i>Explanation:</i>	_____ _____ _____ _____

Date: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_ Employee: \_\_\_\_\_