

CUSTODIANS, MAINTENANCE, UTILITY, AND WAREHOUSE

CLASSIFIED PERSONNEL PERFORMANCE EVALUATION

Department/School	Name	Position	
	EXCEEDS JOB EXPECTATIONS	MEETS JOB EXPECTATIONS	NEEDS IMPROVEMENT TO BE SATISFACTORY
1. Quality of work (accuracy, neatness, thoroughness)	_____	_____	_____
2. Quantity of work (volume, amount, speed, consistency)	_____	_____	_____
3. Knowledge of work (ability to recognize and maintain work standards)	_____	_____	_____
4. Adaptability (ability to change with job expectations)	_____	_____	_____
5. Dependability (reliability)	_____	_____	_____
6. Cooperation (ability to follow directions)	_____	_____	_____
7. Judgment (ability to take appropriate action)	_____	_____	_____
8. Initiative (motivation, interest in work)	_____	_____	_____
9. Personality (courtesy, public relations)	_____	_____	_____

	EXCEEDS JOB EXPECTATIONS	MEETS JOB EXPECTATIONS	NEEDS IMPROVEMENT TO BE SATISFACTORY
10. Attendance	_____	_____	_____
11. Personal Hygiene (grooming)	_____	_____	_____
12. Staff relations (ability to work with other employees and supervisors)	_____	_____	_____
13. Overall performance	_____	_____	_____

Evaluator's Comments:

Employee's Comments:

I understand that my signature is not intended to indicate my agreement with the evaluation, but verifies that I have read the evaluation.

Employee's Signature

Date

Evaluator's Signature

Date