

Performance Review - Report

(School District) – Maintenance & Operations Department

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|-----------------------|------------------|
| Employee Name: | Position: |
| Department: | Location: |

Progress Report Special Report

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| From: / / To: / / |
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30 – Work Day Trial Period 60 – Work Day Trial Period 90 – Work Day Trial Period

Instructions

1. Review employee's and substitute's work performance for short and long term assignments; refrain from basing judgment on isolated incidents and/or rumors only.
2. Do not allow personal feelings to govern your rating. Disregard your general impression of the employee or substitute.
3. Consider the individual on the basis of the standards you expect to be met for the job. Place a check by the area you feel best describes the substitute's and/or employee's performance.
4. **Reason must be given for each factor to substantiate area checked.**
5. Type or Print clearly. Complete entire form and sign name, do not initial.

Quality of Work Consider standard of workmanship, accuracy, neatness, skill, thoroughness, economy of materials, and organization of job.

Exceeds Job Requirements Fully Meets Job Requirements Meets Minimum Requirements Does Not Meet Minimum Requirement Other

Reason: _____

Volume of Work Consider use of time, the volume of work accomplished and ability to meet schedules under normal conditions.

Exceeds Job Requirements Fully Meets Job Requirements Meets Minimum Requirements Does Not Meet Minimum Requirement Other

Reason: _____

Adaptability Consider ability to meet changing conditions and situations, ease with which the employee and/or substitute learns new duties and assignments.

Outstanding Very Good Satisfactory Improvement Needed Other

Reason: _____

Judgment

Consider ability to evaluate relative merit of ideas or facts and arrive at sound conclusions, ability to decide correct course of action when some choice can be made.

- Exceeds Job
 Fully Meets Job
 Meets Minimum
 Does Not Meet
 Other

Reason: _____

Job Knowledge

Consider understanding of job procedures and methods, ability to acquire necessary skills, expertness in doing assigned tasks and utilization of background for job.

- Exceeds Job Requirements
 Fully Meets Job Requirements
 Meets Minimum Requirements
 Does Not Meet Minimum Requirement
 Other

Reason: _____

Interactive Skills

Consider communication and relationship skills based on interactions with administrators, community, students, staff and supervisors.

- Outstanding
 Very Good
 Satisfactory
 Needs Improvement
 Other

Reason: _____

Team Work

Consider communication and relationship skills necessary for effective functioning as a member of a team, the ability and willingness to integrate personal goals and desires into a larger goal or vision. Consider the ability and willingness to demonstrate the characteristic of a team player such as sharing, collaborating, assisting, forgiving and contributing fully to the team's efforts.

- Outstanding
 Very Good
 Satisfactory
 Improvement Needed
 Other

Reason: _____

Supervisory Skills

Only for personnel placed in a leadership position.

Consider communication and relationship skills, based on the principals of being Fair, Friendly, Factual and Firm. Consider abilities to set clear and reasonable expectations for staff members. Employee understands the responsibilities of the position by promoting a positive professional image as a member of the management team on behalf of (School District).

- Outstanding
 Very Good
 Satisfactory
 Improvement Needed
 Other

Reason: _____

Signature: _____ Date: _____