**Performance Review - Maintenance & Operations Department**

**Employee Name**: **Position**:

**Department**: **Location**:

Progress Report Special Report From: / / To: / /

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.

Exceeds Job Requirements Fully Meets Job Requirements Meets Minimum Requirements

Does Not Meet Minimum Requirement 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.

**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.

Exceeds Job Requirements Fully Meets Job Requirements Meets Minimum Requirements

Does Not Meet Minimum Requirement 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.

Exceeds Job Requirements Fully Meets Job Requirements Meets Minimum Requirements

Does Not Meet Minimum Requirement 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).

Exceeds Job Requirements Fully Meets Job Requirements Meets Minimum Requirements

Does Not Meet Minimum Requirement Other

Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_