

Evaluator Name:

Employee Name:

Date:

SCHOOL NAME
Custodian Evaluation Document

Element	Unsatisfactory	Basic	Proficient
Work Initiative Skills	Regularly depends on others for direction, ideas and motivation. Little evidence of ability to be proactive and problem solve.	Demonstrates initiative and seeks others out for direction, ideas and motivation when appropriate. Is often proactive and a problem solver.	Consistently demonstrates initiative and follow-through. Consistently proactive and a problem solver. Creative and resourceful.
Response to Work Expectations	Inconsistently completes assigned tasks or duties. Often needs to be reminded. Has difficulty grasping new tasks. Does not consistently follow expectations and directives of facilities manager and/or coordinator ensuring the school is a safe, clean school campus environment.	Attends to assigned tasks and duties without prompting and in a timely manner. Generally completes tasks to satisfaction. Grasps new tasks and expectations with appropriate level of direction. Follows most expectations and directives of facilities manager and/or coordinator ensuring the school is a safe, clean school campus environment	Has knowledge of work expectations and performs duties of job independently. Completes assignments w/in allowable time limits and according to established safety practices and school policies. Proactive in improving processes for tasks. Consistently follows expectations and directives of facilities manager and/or coordinator ensuring the school is a safe, clean school campus environment where the school

			community can take pride in the cleanliness, upkeep, organization, safety and signage of the entire school property.
Interpersonal Skills	Occasionally makes statements or comments about others that are intimidating, offensive or otherwise insensitive or inappropriate. Actions negatively affect work atmosphere.	Interactions with others are positive and demonstrate effective listening skills. Demonstrates awareness of cultural differences. Actions positively affect work atmosphere.	Interactions with others are positive and demonstrates sensitivity to individual and cultural differences and respect for others viewpoints. Will appropriately interact with others who display disrespect and/or insensitivity. Actions positively influence others and contribute to a positive office atmosphere.
Attendance and Punctuality	Continuing poor attendance and/or tardiness. Often lacks proper notification for absences or tardiness.	Generally good attendance and/or seldom tardy. Generally provides proper notification.	Consistently reports for work at assigned time and remains on the job for assigned duty period. Provides proper notification when absent. Rarely tardy and always with proper notification.

Comments:

Evaluator: _____

Date: _____

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Employee Name:

Date:

Employee: _____

Date: _____

I understand that my signature indicates only that I have reviewed and discussed the completed form with my evaluator. My signature does not necessarily constitute agreement.

CC: Personnel File