

BOGALUSA CITY SCHOOL
EVALUATION FORM FOR CUSTODIAN/MAINTENANCE PERSONNEL

NAME: _____ POSITION: _____
LOCATION: _____

INSTRUCTIONS: This evaluation is for overall improvement of job performance and responsibilities. Please evaluate this employee by circling the appropriate answer to the corresponding statement. This evaluation MUST BE SHARED with the person being evaluated.

Code: NA- NOT APPLICABLE S- SATISFACTORY U- UNSATISFACTORY
E- EXCELLENT N- NEEDS IMPROVEMENT

- 1. JOB PERFORMANCE (CHOOSE ONE)
A. Attitude toward work NA E S N U
B. Carries out and completes assigned tasks in a timely manner NA E S N U
C. Quantity of work NA E S N U
D. Completes assigned work properly NA E S N U
E. Quality of work NA E S N U
2. ORGANIZATION
A. Closet/Storage shed properly organized with emphasis on safety NA E S N U
B. Campus is kept clean with an emphasis on safety NA E S N U
C. Buildings are kept clean with an emphasis on safety NA E S N U
3. DEPENDABILITY
A. Resourceful in carrying out job duties NA E S N U
B. Attends work regularly NA E S N U
C. Reports to work on time NA E S N U
D. Require little supervision, reliable NA E S N U
4. PERSONAL TRAITS
A. Responds to staff development NA E S N U
B. Accepts responsibilities NA E S N U
C. Achieves goals required NA E S N U
D. Uses good judgment and skills NA E S N U
5. SELF-EXPRESSION
A. Communicates well with others NA E S N U
B. Maintains a positive relationship with the staff and others NA E S N U
6. EQUIPMENT
A. Uses all equipment properly NA E S N U
B. Creates and maintains a safe environment NA E S N U
C. Equipment is properly stored and inventoried NA E S N U
7. SUPPLIES
A. Records the acquisition of supplies properly NA E S N U
B. Uses proper forms to requisition supplies NA E S N U
C. Completes requisition forms properly NA E S N U
D. Uses supplies properly NA E S N U
8. LEADERSHIP (ABILITY TO WORK WITH OTHERS)
A. Tactful and courteous in giving directions NA E S N U
B. Deliberates with others and gives good directions NA E S N U
C. Ability to instruct coworkers NA E S N U
D. Strives to promote the safety, health, and comfort of the students and employees NA E S N U
E. Supervises an ongoing program of general maintenance, upkeep, and repair NA E S N U

Evaluator's Comments:

Employees Comments:

Employee Signature: _____ Date _____
(Signature does not necessarily indicate agreement)

Evaluator's Signature: _____ Date: _____