

EVALUATION OF CUSTODIAL SERVICES

Person Evaluated _____ Date _____

Purpose of Evaluation: The evaluation process is designed to promote communication between supervisors and persons involved in providing custodial services relative to areas of strengths and possible performance areas needing improvement.

Use of the Written Evaluation: The written evaluation will become part of a permanent personnel file, and will be used in making decisions regarding future employment and/or conditions of employment.

Evaluation Process: Each custodian will have a minimum of one written evaluation each year. The written evaluation will be completed by the superintendent and the building principal(s) where the custodian is assigned for the major portion of his/her work day. Each written evaluation will be followed by a conference with at least one of the supervisors completing the evaluation form. The supervisor(s) and the person being evaluated will sign the written evaluation document and the individual being evaluated will receive a copy of the written evaluation after the conference. This process will be completed by May 1 of each year.

Rating Scale – The following ratings will be used to complete the written evaluation:

- 4. Commendable
Exceeds Normal Standards
A Real Strength
Almost Always True
- 3. Satisfactory
Acceptable
Meets Standards
True Most of the Time
- 2. Needs Improvement to Meet Standards
Seldom True
- 1. Unsatisfactory and Fails to Meet Standards
In Serious Need of Improvement
Almost Never True
- 0. Does Not Apply
Not Enough Information on Which to Make Evaluation

When a rating of #1 or #2 is recorded, the reason(s) for the rating will be given in writing.

AREAS TO BE EVALUATED

A. Cooperation

___ Works with supervisors in the performance of duties.

___ Cooperates with staff requesting custodial services.

___ Willingly does his/her share of work assigned.

Comments and suggestions for improvement:

B. Following Directions

___ Carries out instructions completely and willingly.

___ Follows school district policy.

Comments and suggestions for improvement:

C. Initiative

___ Assumes personal responsibility for job performance.

___ Is a “self starter” and does not wait to be told to perform assigned tasks.

___ Keeps supervisor(s) informed as to the needs of assigned areas.

Comments and suggestions for improvement:

D. Dependability

___ Takes personal responsibility to see that job is covered.

___ Follows proper usage of leave privileges.

___ Attendance record.

Comments and suggestions for improvement:

___ Building and Equipment (See specific duties on job description)

Comments and suggestions for improvement

___ Heating and Ventilation (See specific duties on job description)

Comments and suggestions for improvement

___ Safety and Security of Building (See specific duties on job description)

Comments and suggestions for improvement

___ Housekeeping (See specific duties on job description)

Comments and suggestions for improvement

___ Miscellaneous Duties (See specific duties on job description)

Comments and suggestions for improvement

___ Grounds Maintenance (See specific duties on job description)

Comments and suggestions for improvement

EMPLOYMENT RECOMMENDATION

- Recommended for Continued Employment.
- Recommended for Continued Employment with Qualifications.
- Not Recommended for Employment.

Evaluator(s) Signature

Employee Signature

_____ Date _____

_____ Date _____