

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 \_\_\_\_\_