



## CLASSIFIED PERFORMANCE EVALUATION

### TYPE OF EVALUATION

- Quarterly Performance       Initial Probation       Reassignment Probation       Summative

**NAME:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_ **JOB TITLE:** \_\_\_\_\_ Custodian

### PERFORMANCE RATINGS

The evaluator will rank the employee on the following performance indicators by checking the appropriate rank on the scale.

- |                            |  |
|----------------------------|--|
| <b><u>Exemplary:</u></b>   | Employee's performance is outstanding, consistently exceeding the objective. The employee demonstrates initiative and requires minimal supervision.                          |
| <b><u>Proficient:</u></b>  | Employee's performance is good, often exceeding the objective. The employee willingly accepts responsibility and requires only infrequent supervision.                       |
| <b><u>Developing:</u></b>  | Employee's performance is adequate, usually accomplishing the objective. The employee follows instructions and requires normal supervision.                                  |
| <b><u>Ineffective:</u></b> | Employee's performance is unacceptable and is substantially below expectations. The employee rarely accomplishes the objective even with frequent supervision and direction. |



CLASSIFIED PERFORMANCE EVALUATION

PERFORMANCE RATINGS

PERFORMANCE RESPONSIBILITIES

	INEFFECTIVE	DEVELOPING	PROFICIENT	EXEMPLARY
1. Cleans offices, classrooms, restrooms, corridors, windows, and walls as required by assignment (waste, water fountains, sinks, fixtures, floors, and glass).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Safely operates electric sweepers, floor machines, wet/dry vacuums, etc. as scheduled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Follows usage instructions/dilution ratios of cleaning chemicals and other custodial products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Keeps building and premises (sidewalks, driveways, lawn) neat, clean and free of trash/debris.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperates and works closely with lead custodian (where assigned).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Performs additional work in accordance with established standards, methods, and practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Performs other duties as assigned by the appropriate supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Replaces light bulbs and HVAC filters as needed and/or as scheduled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Keeps an inventory of supplies and equipment. Submits request to supervisor in a timely and efficient manner for replacements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Evaluates assigned work area daily to ensure safe conditions and reports unsafe conditions to supervisor immediately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Dresses appropriately for duties and wears proper safety equipment while performing duties (support belt, glasses, gloves, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Assumes responsibility for opening/closing building, shutting windows, leveling shades, securing doors, and turning lights off as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CLASSIFIED PERFORMANCE EVALUATION

INDIVIDUAL PERFORMANCE

PERFORMANCE RATINGS

	INEFFECTIVE	DEVELOPING	PROFICIENT	EXEMPLARY
1. <b>Quality of Work:</b> Performs quality work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Quantity of Work:</b> Produces sufficient amount of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Responsibility:</b> Accepts and fulfills job responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Initiative:</b> Takes appropriate initiative in work situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Cooperation:</b> Cooperates with fellow workers and supervisor, "Goes the extra mile."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Communication:</b> Communicates effectively, appropriately, and treats others with respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Dependability:</b> Demonstrates dependability by following instruction and remaining on the job until task is completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>Attendance:</b> Maintains a good attendance record by being present every day, being on time, and by not leaving early.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. <b>Safety:</b> Practices approved and prescribed methods of safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. <b>Professional Development:</b> Participates in professional development activities designed to improve job performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. <b>Customer Service:</b> Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly & helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CLASSIFIED PERFORMANCE EVALUATION

IDENTIFICATION OF STRENGTHS

RECOMENDATION(S) FOR PERSONAL GROWTH

COMMENTS/OTHER REMARKS

EMPLOYEE RESPONSE

We hereby acknowledge that a conference has been conducted, this evaluation discussed, and a copy has been provided to the employee evaluated whose signature does not indicate agreement with the content. In the event the employee disagrees with this evaluation, a letter expressing the nature of disagreement may be submitted to Personnel Services within ten (10) working days of receipt of evaluation with a copy to the Evaluator. An evaluation may also be appealed to the next appropriate supervisor.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EVALUATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE