

MONROE PUBLIC SCHOOLS

375 Monroe Turnpike
Monroe, Connecticut 06468

Custodian – Maintenance – Security Performance Appraisal

Name of Employee:

School:

Assignment:

Probationary Employee Tenured Employee

IMPORTANT NOTICE: In fairness to the employee and the school district, consider each item carefully before rating. Judge the employee on the entire period covered by this report, not upon isolated incidents alone. Base your rating on the employee's performance in comparison with what is considered standard performance for the particular position rather than in comparison with the other employees.

A. JOB KNOWLEDGE

	EXCELLENT STANDARD	ABOVE STANDARD	MEETS STANDARD	BELOW STANDARD
Possesses skills and abilities required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knows duties & responsibilities of position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knows relationship of job to others in unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. ABILITY TO LEARN

	EXCELLENT STANDARD	ABOVE STANDARD	MEETS STANDARD	BELOW STANDARD
Learns quickly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remembers what he/she is taught	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knows relationship of job to others in unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. INITIATIVE

	EXCELLENT STANDARD	ABOVE STANDARD	MEETS STANDARD	BELOW STANDARD
Willing to accept responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays ingenuity in doing work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knows relationship of job to others in unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. ATTITUDES

	EXCELLENT STANDARD	ABOVE STANDARD	MEETS STANDARD	BELOW STANDARD
Cooperates with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperates with co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creates favorable impression on public*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. WORK HABITS

	EXCELLENT STANDARD	ABOVE STANDARD	MEETS STANDARD	BELOW STANDARD
Plans work properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has materials and tools at hand as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can be relied on to perform work properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Adjusts to new situations quickly

F. PRODUCTIVITY

EXCELLENT STANDARD ABOVE STANDARD MEETS STANDARD BELOW STANDARD

Quality of Work:

- Accuracy
- Completeness
- Neatness

Quantity of Work

- Amount of work done

G. PREPARATION OF REPORTS*

EXCELLENT STANDARD ABOVE STANDARD MEETS STANDARD BELOW STANDARD

- Reports are complete
- Reports are accurate
- Reports are on time
- Reports are clear

H. EQUIPMENT AND TOOLS*

EXCELLENT STANDARD ABOVE STANDARD MEETS STANDARD BELOW STANDARD

- Cares for equipment and tools
- Uses equipment properly

I. APPEARANCE

EXCELLENT STANDARD ABOVE STANDARD MEETS STANDARD BELOW STANDARD

- Personal appearance is suitable

- Appraise only if applicable

APPRAISAL SECTION

FOR PROBATIONARY EMPLOYEES: The appraisal is executed for probationary employees at the completion of their probationary period of school district service.

FOR TENURED EMPLOYEES: Such employee will be appraised annually one month before their anniversary date. Anniversary date is defined as the date they were hired by the school district as a new employee or the date of their last promotion to a position within the school district.

ADDITIONAL COMMENTS:

RECOMMENDATION SECTION

On the basis of the ratings and remarks on this report and on reports previously submitted in connection with this employee, it is my opinion that:

- The conduct, capacity, moral responsibility, integrity and general service value of this employee are satisfactory and I, therefore, recommend his/her retention as a school district employee.

2. The general service value of this employee is not satisfactory and I, therefore, recommend against his/her retention as a school district employee.

OVER-ALL APPRAISAL:

On the basis of the completed appraisal, I am indicating below the total performance status of the employee.

Excellent Standard Above Standard Meets Standard Below Standard

Appraisal by Supervisor:

Date:

Appraisal by Director of Facilities:

Date:

Appraisal by Principal:

Date:

EMPLOYEE'S STATEMENT:

I am familiar with the content of this appraisal and it has been discussed with me.**

Employee's Signature:

Date:

** The above signatures are only to indicate that both parties are aware of the contents of this appraisal report. It is not to indicate that the employee is in agreement with the contents, but that he/she has read this report. The employee retains the right to submit a written statement to be appended to this document.

A copy of this appraisal will be placed permanently in the employee's personnel file.

