Maintenance Employee Name:							
	NI/A		NII.	_	\/C		
1 Produces work that is neat and accurate	N/A	U	NI	S	VG	0	
2 Produces work that is timely and according to specifications							
3 Attends to details and is thorough in completing work assignments							~~~~
4 Organizes work assignments effectively and efficiently							
5 Completes work assignments in order of priority and due dates							
6 Anticipates needs, determines priorities and action steps, takes action							
7 Arrives on time, starts work promptly, and puts in a full day's work							
8 Builds and maintains a good working relationship with supervisor and co-workers							
9 Shows respect for fellow employees and students							
Displays courtesy and cooperation in all contacts with other people							
1 Exhibits safe work habits within the scope of job description							
2 Shows initiative and an ability to work independently							
3 Effectively listens to obtain information needed to accomplish job duties							
4 Uses discretion in confidential matters							
5 Exhibits appropriate use of coffee breaks and lunch breaks							
6 Exhibits appropriate use of sick leave, emergency leave, and other leave provisions							
7 Contributes ideas and actions for improving productivity							
8 Knows when to act, when to consult, when to suggest change							
9 Willingly assists other employees							
20 Accepts and benefits from constructive criticism							
21 Expresses oneself and transmits information to others accurately							
Possesses knowledge of school policy and abides by policies in work environment							
23 Maintains high ethical and moral standards in all actions and working relations							
24 Exhibits willingness to seek growth in required or additional job skills							
5 Adapts readily to new tasks or changing work conditions							
6 Dresses appropriately for performing the tasks of the position							
7 Practices good personal hygiene and personal grooming habits							
28 Performs consistently and effectively under pressure and stressful situations							
29 Organizes and maintains a neat and orderly work station							
0 Exhibits awareness to security issues							
11 Wears ID badge daily							

			0						
			N/A	U	NI	S	VG	0	;
32	Maintains valid driver's license with good driving record								
3	Displays ability to solve practical problems								
34	Accurately orders and accounts for material and labor relative to assignments								
35	Observes proper safety procedures at all times when completing job								
6	Recommends supplies and equipment for purchase								
37	Performs cleaning and care of equipment and tools								
38	Corrects and reports to supervisor, immediately any unsafe conditions which may arise								
39	Easily adjusts to emergencies or other unusual circumstances that require making changes in schedules								
10	Willingly performs seasonal grounds work such as shoveling and removal of snow								
ŀ1	Willingly and effectively performs seasonal grounds work such as grass mowing and pulling weeds								
12	Exhibits proper use of equipment and tools								
13	Exhibits efficient use of time in completing work orders								
14	Exhibits proper planning to complete work orders								
15	Performs custodial duties as requested								
6	Performs proper cleanup after completion of job								
17	Willingly works overtime when requested								
18	Displays ability to develop effective working relationships with students and other adults								
19	Effectively performs maintenance of electrical & HVAC functions and fan repairs								
0	Effectively performs general maintenance of concrete and masonry duties								
1	Effectively performs general painting of interior and exterior of district buildings								
52	Displays ability to build cabinets, shelving, showcases, etc.								
53	Effectively performs plumbing duties and pump repairs								
54	Effectively maintains and repairs small engines and motors throughout district								
55	Takes proper care to insure safety of students, teachers, and co-workers in work area								
6	Observes district-owned facilities on an ongoing basis for the purpose of preventive maintenance and reports finding	ngs							J
	appropriately to supervisor								
7	Maintains a visual inventory of district-owned hand tools, equipment, hardware & supplies and immediately reports								
	missing items to supervisor								
58	Displays ability to effectively diagnose automotive, HVAC mechanical, & other related operational problems								
			1		ļ				
		Scores		0	0	0	0	0	
	Maximum possible score = (total number of categories less not applicable N/A) times 4 points	232	1		1				
	Total points from evaluation.	0	†	<u> </u>	1				
	Total score as a percentage of total possible points	0.0	Error-	too-	few	X's		0	
	Point Values - U (undesirable) = 0 points, NI (needs improvement) = 1 point, S (satisfactory) = 2 points, VG (very good) = 3 points,	, O (outstai	nding) =	= 4 p	oints				

I have read this completed evaluation and discussed my job performance with my supervisor. My signature does not necessarily mean I agree with this performance appraisal.	
I have read this completed evaluation and discussed my job performance with my supervisor.	
My signature does not necessarily mean I agree with this performance appraisal.	
Employee Signature Supervisor Signature	
Date Date	
Overall Rating 0.0	
Grown rusing Gro	
I anticipate returning to the South Butler County School District	
I plan to Retire / Terminate employment	
Other (please specify)	
Employee Comments:	

Administrative Directions for Automated Form Completion

These directions are to be used when filling in the automated performance appraisal.

Page 1

Fill in the employee's name to the right of the "employee Name" label (cell c2). This also enters the employee name on the other pages of the appraisal form.

Place an X on each line that describes an aspect of employee performance. The X can be placed in any column (N/A, U, NI, S, VG, O).

Page 2

Continue typing in an X for each performance descriptor. The spreadsheet will automatically calculate the score for each column and make any adjustments to the maximum score based on any X's placed in the N/A column.

Page 3

Have the employee sign the form. Their signature does not mean they agree with the evaluation, only that you reviewed it with them. Also have the employee complete their intention for the 2009-2010 school year and provide them the opportuinty to write down any comments they have. Then provide the employee with a copy of the completed evaluation.