

Performance Appraisal - Maintenance

Maintenance -- Employee Name: _____									
		N/A	U	NI	S	VG	O		
1	Produces work that is neat and accurate								
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								
10	Displays courtesy and cooperation in all contacts with other people								
11	Exhibits safe work habits within the scope of job description								
12	Shows initiative and an ability to work independently								
13	Effectively listens to obtain information needed to accomplish job duties								
14	Uses discretion in confidential matters								
15	Exhibits appropriate use of coffee breaks and lunch breaks								
16	Exhibits appropriate use of sick leave, emergency leave, and other leave provisions								
17	Contributes ideas and actions for improving productivity								
18	Knows when to act, when to consult, when to suggest change								
19	Willingly assists other employees								
20	Accepts and benefits from constructive criticism								
21	Expresses oneself and transmits information to others accurately								
22	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								
25	Adapts readily to new tasks or changing work conditions								
26	Dresses appropriately for performing the tasks of the position								
27	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								
30	Exhibits awareness to security issues								
31	Wears ID badge daily								

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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 opportunity to write down any comments they have. Then provide the employee with a copy of the completed evaluation.