



CUSTODIAL AND MAINTENANCE STAFF PERFORMANCE APPRAISAL

Name: _____ Location: _____

Supervisor: _____ Date: _____

OBJECTIVE

Although daily assessment is a vital function of every principal/supervisor, a formal Performance Appraisal provides for a comprehensive discussion of overall employee performance.

Purposes of the review are many, but generally the exercise should address the following areas:

- To assess performance/skill levels
- To improve communication flow
- To define training needs

Performance appraisal steps:

1. Notification of employee being appraised: Provide at least 20 days notice to the employee that an appraisal will take place during the school year.
2. Initial meeting: Arrange time to discuss the job description and past appraisals, if applicable.
3. Concluding meeting: Provide a minimum of 3 days' notice to set an uninterrupted meeting time in order to discuss the outcome of the appraisal, and sign off.

RATING SCALE

1. Satisfactory – Performance meets or exceeds expectation.
2. Unsatisfactory – Performance does not meet expectations. Performance improvement plan required.

There is no set formula for the overall rating. One unsatisfactory rating may or may not result in an overall rating of Unsatisfactory. The Principal/Supervisor should use their professional judgement in determining an overall rating.

STANDARDS OF PERFORMANCE	RATING
Job Knowledge & Skills: Considers employee's skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience, including:	
• Demonstrates an understanding of job duties and responsibilities as per the appropriate job description.	☐ Satisfactory ☐ Unsatisfactory
• Demonstrates an understanding of and follows all Health and Safety practices and departmental/board policies and procedures.	☐ Satisfactory ☐ Unsatisfactory
• Basic computer skills and the ability to read and interpret documents, instructions and manuals, including regular monitoring of Board email (with accommodations as necessary).	☐ Satisfactory ☐ Unsatisfactory
• Provides for use of and security of general maintenance of equipment, materials, and facility as appropriate.	☐ Satisfactory ☐ Unsatisfactory
Quality/Quantity of Work: Measures effectiveness in time management; initiative and independent action within prescribed limits, including:	
• Is punctual, and attends work regularly and predictably.	☐ Satisfactory ☐ Unsatisfactory

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• Completes all scheduled tasks and assigned work deadlines in a consistent and timely manner.	☐ Satisfactory	☐ Unsatisfactory
• Maintains a safe, clean and healthy environment by performing routine cleaning/maintenance with attention to work quality.	☐ Satisfactory	☐ Unsatisfactory
• Physical ability to perform medium to heavy work tasks (with accommodations as necessary).	☐ Satisfactory	☐ Unsatisfactory
• Assists co-workers when directed/required.	☐ Satisfactory	☐ Unsatisfactory
Time Management/Initiative: Measures effectiveness in planning, organizing and efficiently handling work tasks and making timely, practical decisions, including:		
• Ability to establish and meet assigned deadlines.	☐ Satisfactory	☐ Unsatisfactory
• Flexibility to modify plans in order to meet changing needs and/or priorities.	☐ Satisfactory	☐ Unsatisfactory
• Demonstrates the ability to work with minimal supervision.	☐ Satisfactory	☐ Unsatisfactory
• Ability to make sound decisions and/or recognize when a higher authority should be consulted in respect to decision making.	☐ Satisfactory	☐ Unsatisfactory
Interpersonal Skills/Teamwork: Measures how well this individual gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit, including:		
• Promotes and demonstrates trust, mutual respect and a co-operative work environment.	☐ Satisfactory	☐ Unsatisfactory
• Maintains confidentiality at all levels of the organization.	☐ Satisfactory	☐ Unsatisfactory
• Communicates professionally when engaging with co-workers, other employees and community members.	☐ Satisfactory	☐ Unsatisfactory
Additional Section – FOR HEAD/LEAD CUSTODIANS ONLY		
• Effectively plans, schedules, and directs work to others.	☐ Satisfactory	☐ Unsatisfactory
• Demonstrates good supervisory and team leadership skills.	☐ Satisfactory	☐ Unsatisfactory
• Remains current in the knowledge and use of technology/resources available to achieve quality, service and productivity.	☐ Satisfactory	☐ Unsatisfactory
• Trains other custodians as appropriate.	☐ Satisfactory	☐ Unsatisfactory
• Addresses and attempts to resolve disputes at team level.	☐ Satisfactory	☐ Unsatisfactory
Additional Section – FOR MAINTENANCE ONLY		
• Effectively plans and schedules work orders.	☐ Satisfactory	☐ Unsatisfactory
• Confirms that the work of external providers is done as intended and on schedule.	☐ Satisfactory	☐ Unsatisfactory
• Remains current in the knowledge and use of technology/resources available to achieve quality, service and productivity.	☐ Satisfactory	☐ Unsatisfactory

FINAL RATING:

☐ **SATISFACTORY**

☐ **UNSATISFACTORY** (Performance Improvement
Plan required)

EMPLOYEE COMMENTS (optional)

SUPERVISOR COMMENTS (optional)

Supervisor's Signature

Date: _____

Distribution

Original: Personnel File

Copies: Employee, Principal/Supervisor

Employee Signature

The employee acknowledges that they
have received and read the appraisal.