

DISTRICT 742 COMMUNITY SCHOOLS
Performance Review Report
Building and Grounds

Employee: _____ **Location:** _____
Current Position: _____ **No. of Years in Position:** _____ **Probationary: Yes** _____ **No** _____
Date: _____ **Supervisor/Administrator:** _____
Attendance Record: No. of Days Absent _____ **No. of Days Tardy** _____

Directions: Rate the employee's typical level of performance over the entire evaluation period by placing an "X" in the appropriate blank. Within the comment sections beneath the performance factors, provide specific examples that will support or clarify the effectiveness rating.

Rating Scale:
Not Applicable: Does not apply to position.
Outstanding: Performance is consistently exceptional and recognizable as being the highest of quality.
Above Average: Performance is occasionally above average when meeting the standards of the job.
Acceptable: Performance consistently meets the standards of the job.
Needs Development: Performance is generally acceptable but with room for improvement in some aspect(s).
Not Acceptable: Performance is clearly unsatisfactory and performance must improve in most areas.

Rating						Performance Factors
Not Applicable	Outstanding	Above Average	Acceptable	Needs Dev.	Not Acceptable	
_____	_____	_____	_____	_____	_____	1. Job Knowledge and Performance: Completes work thoroughly, accurately and according to specifications and district procedures within expected time frame.
_____	_____	_____	_____	_____	_____	a. Applies work procedures/skills required of the position, including those for safety.
_____	_____	_____	_____	_____	_____	b. Operates and maintains all equipment used on the job successfully.
_____	_____	_____	_____	_____	_____	c. Follows directions completely and accurately.
_____	_____	_____	_____	_____	_____	d. Works at a steady, efficient pace.
_____	_____	_____	_____	_____	_____	2. Dependability and Commitment to Job: Demonstrates a consistent, dependable work effort and positive attitude.
_____	_____	_____	_____	_____	_____	a. Arrives to work both consistently and on time.
_____	_____	_____	_____	_____	_____	b. Accepts and fulfills assigned work with a positive attitude.
_____	_____	_____	_____	_____	_____	c. Demonstrates appropriate level of initiative.
_____	_____	_____	_____	_____	_____	3. Communication: Communicates completely and accurately in oral, written, and non-verbal form.
_____	_____	_____	_____	_____	_____	a. Provides complete and accurate information to others as needed.
_____	_____	_____	_____	_____	_____	b. Demonstrates positive interpersonal skills with adults inside/outside of the work area.
_____	_____	_____	_____	_____	_____	c. Demonstrates positive interpersonal skills with students.
_____	_____	_____	_____	_____	_____	d. Demonstrates ability to work as a team member.
_____	_____	_____	_____	_____	_____	e. Maintains confidentiality.
_____	_____	_____	_____	_____	_____	4. Problem Solving: Demonstrates the ability to recognize and respond successfully to problems.
_____	_____	_____	_____	_____	_____	a. Willingly asks questions.
_____	_____	_____	_____	_____	_____	b. Demonstrates suitable alternative course of action and maintains composure when confronted by problems.
_____	_____	_____	_____	_____	_____	c. Effectively communicates the cause of a problem to the appropriate individuals.

Employee: _____ Location: _____

Not Applicable	Outstanding	Above Average	Acceptable	Needs Dev.	Not Acceptable
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- 5. Organization and Coordination: Organizes and prioritizes as necessary.**
- a. Obtains information needed to effectively complete a task.
 - b. Prepares, delegates, and monitors work as necessary.
 - c. Organizes and maintains work area.
 - d. Displays flexibility in adjusting workload and schedule, using time appropriately.

Not Applicable	Outstanding	Above Average	Acceptable	Needs Dev.	Not Acceptable
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- 6. District Safety, Maintenance, and Sanitation: Ensures sanitation and safety of self and others through proper use and care of equipment and work site.**
- a. Keeps worksite clean and free of potential hazards.
 - b. Keeps tools/equipment clean and free of potential hazards.
 - c. Maintains appropriate standard of grooming and dress.
 - d. Maintains District, State, and Federal standards of safety.

PERFORMANCE SUMMARY/COMMENTS:

Type of Evaluation: _____ 30 Day _____ 60 Day _____ Annual _____ Other

Date Performance Conference Held: _____

It is understood that in signing this performance appraisal form, the employee acknowledges having seen and discussed its contents. Signing of the form by the employee does not necessarily mean agreement. However, refusal to sign the form in no way invalidates the report or its contents.

The employee has the right to add his/her comments:

Please sign and send a copy to Human Resources at the District Administration Office.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Unit Administrator: _____ Date: _____