



Custodian and Janitor Employee Performance Review: Core Performance Expectations

Employee Name:

Evaluation Date:

Job Title:

Type of Review:

Bldg:

The ratings will be determined based on input from the Assistant Director of Buildings and Grounds and the Building Principal based on observations and interactions with the employee.

Work Quality/Quantity:	Exceeds Expectation	Meets Expectations	Developing or Needs Improvement	Unsatisfactory
Fulfills work assignments/requirements				
Uses Sound Judgement				
Performs job accurately				
Demonstrates ability to work without supervision as needed				
Shows pride in work performed				
Evaluator Comments:				

Work Attitude:	Exceeds Expectation	Meets Expectations	Developing or Needs Improvement	Unsatisfactory
Shows initiative				
Is dependable				
Accepts direction without resentment				
Cooperates with others				
Cooperates with others				
Evaluator Comments:				

Work Habits:	Exceeds Expectation	Meets Expectations	Developing or Needs Improvement	Unsatisfactory
Takes advantage of opportunities for self-improvement				
Conforms to work hours				
Observes established lunch and/or break periods				
Limits personal business and visits to non-work hours				
Uses work time wisely and appropriately				
Evaluator Comments:				

Personal Characteristics:	Exceeds Expectation	Meets Expectations	Developing or Needs Improvement	Unsatisfactory
Shows logic and reasoning				
Maintains emotional stability and poise				
Demonstrates honesty and integrity				
Communicates effectively with others				
Adapts to changes in routine				
Dresses appropriately for work assignments				
Shows consideration and respect for others				
Evaluator Comments:				

Assistant Director of Buildings and Grounds Comments:

Building Principal's Comments:

Evaluators' Recommendation:

For Employees Who Have Not Attended Custodian I or II Training:

Based on the employee's performance, work ethic, attitude, and interpersonal skills he/she:	
	Would not be a candidate for Custodian I or II training at this time.
	Should be sent to Custodian II training.
	Should be sent to Custodian I training.
	Not Applicable.

Employee Signature: _____ **Date:** _____

**Assistant Director of Buildings
and Grounds Signature:** _____ **Date:** _____

Building Principal Signature: _____ **Date:** _____

Signature indicates that the written evaluation has been reviewed and discussed. My signature means that I have been advised of my performance and does not necessarily mean that I agree with this evaluation or feedback about my performance.