

Washington West Supervisory Union Custodial Staff Evaluation

Employee name:

Period of report:

Evaluator Name and Title:

| | <i>Needs Improvement</i> | <i>Satisfactory</i> | <i>Outstanding</i> |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Quality of Work : Completes work with accuracy and thoroughness. | Consistently produces work that is inaccurate and/or incomplete, requiring extensive correction. | Produces work that is generally accurate and thorough, requiring occasional corrections. | Consistently produces work of exceptional accuracy and thoroughness. |
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| Job Knowledge: Knows the information and procedures required to do the job. | Has minimal knowledge of the job, requiring training and development in key areas. | Has adequate knowledge required by the job. Knows most requirements. | Has a high level of knowledge and expertise, often extending well beyond the immediate job requirements. |
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| Adaptability: Willingness to accept new ideas and/or change. | Highly receptive to new ideas. Often suggests improvements in established methods and the working environment. | Generally receptive to new ideas. Usually accepts changes in established methods and the working environment but may require some persuasion. | Highly receptive to new ideas. Often suggests improvements in established methods and the working environment. |
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| <p><i>Working Relationships:</i> Establishes and maintains cooperative working relationships with others.</p> | <p>Shows little or no sensitivity to others' needs, values, or attitudes. Does not consistently maintain confidentiality of sensitive work-related matters.</p> | <p>Can usually understand and respect others' needs, values, and attitudes. Confidentiality of sensitive work-related matters is maintained. Some supervision may be necessary in sensitive situations.</p> | <p>Consistently demonstrates understanding of others' needs, values, and attitudes, and always maintains the confidentiality of sensitive work-related matters.</p> |
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| <p><i>Dependability:</i> Executes duties without close supervision.</p> | <p>Requires close supervision for most normal work assignments</p> | <p>Performs normal work assignments on own, either without supervision or with minimal supervision.</p> | <p>Takes responsibility for planning and accomplishing work assignments beyond normal expectations.</p> |
| | | | |
| <p><i>Initiative –</i> Assumes responsibility for prompt, appropriate action in proper situations.</p> | <p>Almost always needs to be told when to act.</p> | <p>Will act on own initiative in familiar situations when action is clearly necessary.</p> | <p>Can always be relied upon to take prompt, proper action on own initiative.</p> |
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| Responsibility Toward Safety – Observes safety practices and uses property/equipmen t in a safe manner. | Does not demonstrate knowledge of safety practices. Takes unnecessary risks. | Maintains awareness of safety rules and utilizes safe work practices. | Takes action to eliminate any hazardous conditions or, if necessary, reports problem to supervisor or safety officer. |
| | | | |

Goals/Areas for focus:

Employee's signature

Date

Evaluator's signature

Date

Both signatures are required. The employee's signature acknowledges that the evaluation has been reviewed by the employee, but does not necessarily signify concurrence with the evaluation.