

Custodian Evaluation Form Turkeyfoot Valley Area School District

Name: _____	Date of Evaluation: _____
Assignment: _____	Supervisor _____

DEFINITIONS OF RATINGS

The following definitions are used to identify the employee's level of performance. This form is to be used in conjunction with the employee's job description. Employees will be evaluated at least once a year by their supervisor. Evaluations will be shared with the Principal and Superintendent of Schools.

DISTINGUISHED	(D)	Performs assigned duties in a manner indicating exceptional understanding of essential functions. Results achieved are often better than expected.
PROFICIENT	(P)	Performs assigned duties at an acceptable level through demonstrated application of skills.
Needs Improvement	(NI)	Performance in one or more areas does not meet the requirement for a "Meets Expectations" rating. Improvement is required.
Failing	(F)	Even under close direction, performance does not indicate the ability and/or willingness to improve.

Overall Rating: Using the attached rubrics, review the employee's performance and record the overall rating for each of the items in the following Domains by entering comments in the appropriate column.

Domain 1 Job Skills

Component	Failure	Needs Improvement	Proficient	Distinguished
Job Knowledge				
Willingness to Learn				
Follows Directions				
Organized				
Quality of Work				
Flexibility				

Communicates Effectively with Supervisor				
Job Knowledge				

Evaluators Comments: (required for failing and needs improvement)

Domain 2 Personal Traits

Component	Failure	Needs Improvement	Proficient	Distinguished
Dependability				
Helpful				
Honesty				
Judgment				
Appearance				
Collaborative				

Evaluators Comments: (required for failing and needs improvement)

Domain 3 Relationships with Others

Component	Failure	Needs Improvement	Proficient	Distinguished
Administration				
Supervisor				
Staff				
Students				
Community Members				

Evaluators Comments: (required for failing and needs improvement)

Domain 4 Attendance

Component	Failure	Needs Improvement	Proficient	Distinguished
Attendance				
Punctuality				

Evaluators Comments: (required for failing and needs improvement)

SUMMARY STATEMENT OF PERFORMANCE

Evaluator may write a statement synthesizing overall performance derived from the ratings and the job description and include any suggestions for improvement.

Domain	Failure	Needs Improvement	Proficient	Distinguished
1 Job Skills				
2 Personal Traits				
3 Relationships				
4 Attendance				

Final Rating (select one) Failing Needs Improvement Proficient Distinguished

Support Staff Members' comments in regard to evaluation (optional):

Employee Signature

Date

**I understand that my signature does not imply agreement with the evaluation, but simply
Indicates that I have seen and read the evaluation.**

Supervisors Signature

Date

Administration Signature

Date