

### Classified Employee Self-Evaluation and Supervisor Evaluation

	<b>Maintenance</b>	
Employee	Position Title	Date

- 0. Not Applicable or Observed
- 1. Unsatisfactory Performance
- 2. Average Performance

- 3. Expected Performance
- 4. Exceeds Expected Performance

E=Employee  
S=Supervisor

E	S	<b><u>I. Personal Qualities</u></b>
		Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
		Communicates & works cooperatively with other members of the staff & public.
		Is neat in appearance and dresses appropriately for the position.
		Maintains confidentiality and honesty in performing assigned tasks.

**Category Evaluation**

	Employee		Supervisor
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E	S	<b><u>II. General</u></b>
		Examines buildings on a regular basis
		Makes required repairs
		Establishes & recommends priorities on repair projects
		Develops a system for dealing with emergency repairs efficiently
		Orders materials & supplies, and makes recommendations of supplies & equipment
		Regulates heat, ventilation, and air conditioning according to the season
		Performs yard keeping chores if needed
		Reports major repairs promptly
		Maintains a regular schedule for all equipment requiring servicing
		Conducts an on going program of general maintenance, upkeep, & repair

		Moves furniture or equipment required for activities and as directed
		Complies with local laws and procedures
		Cleans & maintains all boilers & other equipment
		Supervises & participates in necessary painting & general repairs to plumbing, electrical, carpentry, mechanical
		Requisitions & receives supplies & equip
		Maintains necessary inventories
		Assumes responsibility for fire safety
		Promotes safety, health, comfort of students & employees
		Inspects & maintains fire alarm systems and fire extinguishers on a regular basis
		Conducts monthly safety & health inspections
		Follows District policy/handbook
		Uses the computer for a daily check.
		Enters data for all required reports in an accurate & timely manner.
		Other duties as assigned

**Category Evaluation**

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E	S	<b><u>IV. Timeliness</u></b>
		Turns in time sheet as required
		Keeps time sheet current
		Meets deadlines
		Attends meetings as required

		Arrives on time & works scheduled hours
		Manages time properly.
		Notifies the Superintendent in the event of illness

		Informs the Superintendent of problems that need attention
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**Category Evaluation**

	Employee		Supervisor
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1. I feel I have shown development and growth in my position because: (list classes taken, work- shops attended, independent study, etc.)

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2. Commendations or areas during the last year for which I would like to be recognized are:

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3. List areas of participation and/or accomplishment outside the position responsibilities that are job related: (i.e. site councils, committees, task forces, clubs, activities, coaching, etc.) Do not include community or civic activities outside of your job description.

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**Overall Evaluation**

	Employee		Supervisor
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**Evaluator's Recommendation for:**

- \_\_\_\_\_ Continued Employment
- \_\_\_\_\_ Plan of Assistance
- \_\_\_\_\_ Termination

Comments:

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\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

I have read this appraisal of my performance and discussed it with the evaluator.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Statement by employee attached. \_\_\_\_\_ Yes \_\_\_\_\_ No