Westwood Regional Schools

CUSTODIAL AND MAINTENANCE

EMPLOYEE PERFORMANCE REVIEW

EMPLOYEE INFORMATION

Name Of Employee: _____ School: _____

Date: _____ Review Period: _____ to _____

REVIEW GUIDELINES

Complete this review, using the following scale:

1 = *Unsatisfactory*
2 = *Marginal*
3 = *Meets Requirements*
4 = *Exceeds Requirements*
5 = *Exceptional*

EVALUATION

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
Demonstrates Required Job Skills And Knowledge	☐	☐	☐	☐	☐
Has The Ability To Learn And Use New Skills	☐	☐	☐	☐	☐
Uses Resources Available In An Effective Manner	☐	☐	☐	☐	☐
Responds Effectively To Assigned Responsibilities	☐	☐	☐	☐	☐
Meets Attendance Requirements	☐	☐	☐	☐	☐
Listens To Direction From Management	☐	☐	☐	☐	☐
Takes Responsibility For Actions	☐	☐	☐	☐	☐
Honors Commitments	☐	☐	☐	☐	☐
Demonstrates Problem Solving Skills	☐	☐	☐	☐	☐
Offers Constructive Suggestions For Improvement	☐	☐	☐	☐	☐
Generates Creative Ideas And Solutions	☐	☐	☐	☐	☐
Meets Challenges Head On	☐	☐	☐	☐	☐
Demonstrates Innovative Thinking	☐	☐	☐	☐	☐

HEAD CUSTODIAN'S / MAINTENANCE COMMENTS:

PRINCIPAL'S COMMENTS:

DIRECTOR'S COMMENTS:

Employee: _____ _____ Date: _____

Head Custodian: _____ _____ Date: _____

Principal: _____ _____ Date: _____

Director: Dean D'Agostino _____ Date: _____

My signature does not necessarily indicate that I agree with the content of this evaluation, but does indicate that I have seen, discussed and received a copy of the evaluation.

(For use with Westwood Regional School District Custodial and Maintenance Staff)