

# Performance Evaluation Report for Custodians/Grounds/Warehouse/Unified Trades



Spokane Public Schools  
*excellence for everyone*

Type of Evaluation:  Annual  60-Day  120-Day  Other  
 Six Months

Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Location \_\_\_\_\_

**KEY:**            **S** – Satisfactory   **R** – Requires Improvement   **U** – Unsatisfactory  
The “R” and “U” ratings require specific comments and documentation.

OVERALL RATING: (Circle one)

**SATISFACTORY**    **REQUIRES IMPROVEMENT**    **UNSATISFACTORY**

## JOB PERFORMANCE

1. **Knowledge of Work** – Employee demonstrates the skills required in the job description. The employee performs all assignments within the job description in a safe manner.
2. **Attendance and Punctuality** - Employee arrives and leaves work shift on time and follows building and district attendance procedures.
3. **Employee Initiative** – Employee is able to organize, plan and control his/her own work. Duties are completed and performed in an efficient and timely manner. The Employee paces him/herself accordingly.
4. **Quality of Work** – Employee maintains quality standards.
5. **Flexibility** – The employee is able to adjust to changing conditions and new situations. The employee is flexible and versatile.

## PERSONAL SKILLS

1. **Communication** – Interacts effectively with others in the workplace. The employee promotes equity, courtesy and respect for others.
2. **Teamwork** – The employee demonstrates the ability to work as a team.
3. **Judgment/Confidentiality** – Employee makes sound decisions and exercises discretion appropriately.

**PERSONAL SKILLS CONTINUED (For employees in leadership positions as per their job description ONLY)**

- 4. **Leadership** – Employees in a leadership position are able to organize, plan and support building work and crew. The employee performs the duties and responsibilities related to their job description.

EVALUATOR COMMENTS

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\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contributing Evaluator (if applicable)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

My signature indicates only that I have read or discussed this evaluation with the evaluator, not that I necessarily agree or disagree with its content. (Employee may attach comments to this evaluation, if desired.)

I request a meeting with my supervisor to discuss.