

# Performance Evaluation Report for Electrician Employees



Spokane Public Schools  
*excellence for everyone*

Type of Evaluation:  Annual  6 Months  Other

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

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

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

**OVERALL RATING** \_\_\_\_\_

## JOB PERFORMANCE

1. Demonstrates competencies of job procedures, scope, and responsibilities.
2. Comprehends established priorities, safety, and organization and is flexible to allow for unscheduled events.
3. Maintains good attendance and is on time for work.
4. Quality of Work – Employee completes assigned work conscientiously and in a quality manner.
5. Performs job duties in a timely manner.
6. Skilled in all aspects of job responsibilities.

## PERSONAL SKILLS

1. Interacts positively and effectively with others in the workplace; demonstrates teamwork and exhibits sound judgment and common sense.
2. Supports and maintains a positive work environment that promotes equity, courtesy, and respect for all students, staff, co-workers, and the community.
3. Conducts work responsibilities in a professional and positive manner.
4. Follows all District policies, procedures, and processes.

SUGGESTIONS FOR PROFESSIONAL GROWTH OPPORTUNITIES

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EVALUATOR COMMENTS

EMPLOYEE COMMENTS

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Evaluator Signature

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Title

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Date

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Employee Signature

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Title

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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.