

Performance Evaluation Report for Plumbers and Steamfitters Employees



Spokane Public Schools
excellence for everyone

Type of Evaluation: Annual 6 Months Other

Name _____ Date _____

Title _____ Location _____

KEY: 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

EVALUATOR COMMENTS

EMPLOYEE COMMENTS

_____	_____	_____
Evaluator Signature	Title	Date

_____	_____	_____
Contributing Evaluator	Title	Date

_____	_____	_____
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.