

Edgecombe County Public Schools  
**PERFORMANCE APPRAISAL CRITERIA**  
CUSTODIAL PERSONNEL

Check (✓): \_\_\_ Mid-Year  
 \_\_\_ Annual

Employee's Name \_\_\_\_\_ SS# \_\_\_\_\_  
 School / Work Site \_\_\_\_\_

- INSTRUCTIONS:** 1. The evaluator is to rate the employee on a four-point scale as indicated below.
- \*2. The evaluator is encouraged to add pertinent comments
  - \*3. The employee is provided an opportunity to react to the evaluator's ratings and comments.
  - 4. The evaluator and the employee must discuss the results of the appraisal and recommended action pertinent to it.
  - 5. The employee and the evaluator must sign the instrument in the assigned space.
  - 6. The instrument must be filed in the employee's personnel folder.
- \* Additional comments / information can be written on the back of the form or attached.

**MAJOR FUNCTION:**

**A. SCHOOL SUPPORT/ ASSISTANCE**

1. Maintains good attendance and conforms to work hours.
2. Follows rules / procedures / laws.
3. Uses knowledge/ skills to carry out work assignments.
4. Shows initiative (is a self-starter working with minimal supervision).
5. Performs job accurately and thoroughly.
6. Meets deadlines / schedules for assignments.
7. Performs expected quantity of work.
8. Operates and maintains equipment and utilizes supplies and materials according to procedures/guidelines and administrative directive.
9. Uses sound judgment.
10. Takes advantage of self-improvement opportunities.
11. Assists in providing for a safe and healthy environment.

**Rating Scale**  
 (Please Check)

A	A	N	U
b	t	e	n
o	S	e	s
v	t	d	a
e	a	s	t
S	n	I	i
t	d	m	s
a	a	p	f
n	r	r	o
d	d	o	c
a		v	t
r		e	o
d		m	r
		e	y
		n	
		t	

Comments \_\_\_\_\_

**B. PERSONAL / WORK/ ATTITUDES / ATTRIBUTES**

1. Cooperates with others in work situations, including district initiatives.
2. Is flexible, can adapt to changes in work routine.
3. Shares responsibility for school / work/ site cleanliness.
4. Communicates effectively and tactfully with others.
5. Uses discretion, consideration, and confidentiality when


discussing school matters.

Employee's Initials \_\_\_\_\_

**PERFORMANCE APPRAISAL CRITERIA  
CUSTODIAL PERSONNEL**

**Rating Scale**  
please Check

A	A	N	U
b	t	e	n
o	S	e	s
v	t	d	a
e	a	s	t
S	n	I	i
t	d	m	s
a	a	p	f
n	r	r	a
d	d	o	c
a		v	t
r		e	o
d		m	r
		e	y
		n	
		t	

**B. PERSONAL/WORK/ATTITUDES/ATTRIBUTES (cont'd.)**

- 6. Accepts constructive criticism and recognition gracefully.
- 7. Accepts willingly reasonable extra duties / assignments.
- 8. Volunteers for extra duties / assignments.
- 9. Demonstrates honesty and integrity.
- 10. Maintains personal hygiene and acceptable appearance.

**Comments** \_\_\_\_\_  
\_\_\_\_\_

**C. STUDENT, STAFF AND COMMUNITY RELATIONS**

- 1. Shows consideration for others.
- 2. Conducts self as a positive role model in the school/work site and community.
- 3. Exhibits positive behavior toward students, staff and others.
- 4. Works to positively communicate goals and needs of the school/system to parents and community.


**Evaluator's Summary Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee's Reactions to Evaluation** \_\_\_\_\_

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Evaluator's Signature                      Date

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Employee's signature                      Date

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Evaluator's Signature                      Date

**(Signature indicates the written evaluation has been seen and discussed).**

**Levels of Performance**

**Above Standard:** Performance within this function area is frequently high. Some practices are demonstrated at a high level while others are at a consistently adequate/acceptable level. The individual sometimes seeks to expand scope of competencies and occasionally undertakes additional, appropriate responsibilities.

**At Standard:** Performance within this function area is consistently adequate/acceptable. Practices fully meet all performance expectations at an acceptable level. The individual maintains an adequate scope of competencies and performs additional responsibilities as assigned.

**Needs Improvement:** Performance within this function area is sometimes inadequate/unacceptable and needs improvement. The individual requires supervision and assistance to maintain an adequate scope of competencies, and sometimes fails to perform additional responsibilities as assigned.

**Unsatisfactory:** Performance within this function area is consistently inadequate/unacceptable and most practices require considerable improvement to fully meet minimum performance expectations. The individual requires close and frequent supervision in the performance of all responsibilities.