CAMBRIDGE PUBLIC SCHOOLS

CUSTODIAL EVALUATION FORM

Name: **Job Title:** **School/Dept.**

Date of Evaluation: **Period Covered:** _____ **From** _____**To**

Reason for appraisal: ❑ **Probationary** ❑**Annual** ❑**Other**

Key:

1. Exceeds Standard
2. Meets Standard
3. Does Not Meet Standard/ Unsatisfactory
4. Unsatisfactory with Insufficient Progress Over Time

	1	2	3	4
1. Attendance: (1= 0-2 occurrences; 2 = 3-5 occurrences; 3 = 6+ occurrences; 4 = continuing unsatisfactory attendance)				
2. Punctuality (1= Tardy 0-2 times; 2 = Tardy 3-5 times; 3 = tardy 6+ times; 4 = continuing unsatisfactory tardiness)				
3. Meets school/department cleaning standards.				
4. Completes scheduled all tasks and scheduled work in a timely manner with attention to work quality.				
5. Shows initiative in addressing building/facility needs. Takes independent actions as appropriate. 6.				
7. Is thorough and consistent in meeting work standards and in performing required work				
8. Displays awareness of safety and security factors. Wears protective equipment and clothing as necessary. Provides for security of equipment, materials, and facility as appropriate. 9.				
10. Demonstrates knowledge of equipment, materials, and methods.				
11. Demonstrates respectful, courteous, and considerate conduct				
12. Complies with job-related directions.				
13. Demonstrates ability to perform tasks with little or no supervision. 14.				
15. Demonstrates ability to adapt to new and unusual situations.				
16. Presents professional appearance.				
17. Is knowledgeable of district and departmental policies and procedures.				
18. Exhibits professional and trustworthy demeanor.				
19. Interacts well with others. Cooperative when working with administrators, supervisor, staff, and community.				

ADDITIONAL SECTION TO BE COMPLETED FOR SENIORS ONLY:				
20. Effectively plans, schedules, and directs work to others.				
21. Demonstrates good supervisory and team leadership skills				
22. Trains Junior and other custodians as appropriate				
23. Addresses and attempts to resolve disputes at team level				

OVERALL EVALUATION RATING

❑	Exceeds all Department Standards	Interpretation of Rating Scale
❑	Exceeds one or more Department Standards	* One to Two markings in the "Does Not Meet Standards" category will be cause for an overall "Meets Standards" rating
❑	Meets Department Standards	* Three or more markings in the "Does not Meet Standards" category indicates performance is unacceptable and will be cause for a progressive growth plan.
❑	Does not meet Department Standards	

Evaluator Comments: (attach additional sheets as necessary)

Employee Comments: (attach additional sheets as necessary)

Signature of Evaluator: Date:

Signature of Employee: Date:

Signature of Department/Site Administrator: Date:

Send Signed Copy to Plant Maintenance and to Office of Human Resources