

Maintenance Appraisal

PositionAppraiser		Department/campus											
								Ratin	g scale: Please circle the appropriate resp	onse.			
								In pro Belov Not a	s or Exceeds - Performance meets or exceed ogress - Growth is evident = 2 w Expectations - Performance does not meet applicable - Performance is not expected = N/2 ections: Use the above descriptors to	expectations = 1 A o rate each skill. I	Determine t	the overall	job
Ge	performance by reviewing aleneral skills	I ratings.											
1.	Works cooperatively with others	1	2	3	N1/A								
1. 2.	Participates in meetings, training, and specia	al			N/A								
	events	1	2	3	N/A								
3.	Follows oral and written instructions from supervisor	1	2	3	N/A								
4.	Follows district policies and procedures	1	2	3	N/A								
5.	Provides safety and security for self and oth	ers 1	2	3	N/A								
6.	Completes assignments on time and accura	tely 1	2	3	N/A								
7.	Follows attendance and punctuality rules	1	2	3	N/A								
8.	Demonstrates appropriate job knowledge as specified in job description	1	2	3	N/A								
9.	Maintains neat and orderly work area	1	2	3	N/A								
10.	Uses, maintains, and stores work material properly	1	2	3	N/A								
11.	Identifies and responds to problems effective	ely 1	2	3	N/A								
12.	Communicates effectively	1	2	3	N/A								

Sp	pecialized skills				
1.	Determines necessary tools, materials, and time	1	2	3	N/A
2.	Responds promptly to work order requests	1	2	3	N/A
3.	Follows schedule for preventive maintenance and repairs	1	2	3	N/A
4.	Maintains records to control inventory of materials, supplies and equipment	1	2	3	N/A
5.		1	2	3	N/A
6.		1	2	3	N/A
Pe	erformance goals				
G	eneral comments				
Er	mployee comments				
O ₁	verall performance rating (circle one)				
	Exceeds expectations In progress		Below expectations		
Th	is appraisal has been discussed with me by my sup	ervisor. I	have read and receiv	ed a cop	oy of it.

Date

Appraiser signature

Reviewer signature

Employee signature

Date

Date