**Caretaking**

 **Performance Review Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long has this employee worked in his/her assignment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Evaluation (check one)

[ ]  Interim Probationary [ ]  Final Probationary [ ]  Trial Period

[ ]  1 Year Following Probationary [ ]  Review (3 years) [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mark (X) the box that most accurately reflects your evaluation of the employee.

***3. Meets Expectations:*** *A person who consistently meets requirements and expectations; one who excels in one or more areas of performance.*

***2. Needs Improvement:*** *A person who inconsistently meets the requirements and expectations; one who has areas of performance that require improvement.*

***1. Unacceptable:*** *A person whose performance is notably below job requirements and expectations; significant improvement to performance is required.*

| Criteria for Evaluation (Note: Space for general comments provided at the end) | **3** | **2** | **1** | **N/A** |
| --- | --- | --- | --- | --- |
| **Quality of Work**1. Completes work with the expected degree of quality
2. Is attentive to detail, and actively seeks out and corrects issues
3. Able to arrive at sound solutions, even in unusual circumstances
4. Work is consistently complete and accurate
 |  |  |  |  |
| **Organization of Work**1. Organizes day well

6. Plans work in advance 7. Manages time and conflicting priorities 8. Completes assignments within expected timeframe  |  |  |  |  |
| **Adaptability and Flexibility**9. Learns new tasks easily 10. Responds well to changing needs and procedures 11. Accepts new ideas with relative ease 12. Suggests new methods and approaches to work  |  |  |  |  |
| **Job Knowledge**13. Understands how to work with school and/or division staff14. Has necessary skills to do the required job15. Seeks further knowledge and professional development opportunities  |  |  |  |  |
| **Communication Skills**16. Conveys detailed information well17. Communicates clearly and effectively within assigned role18. Is clear and concise, both orally and in writing19. Clarifies instructions when necessary20. Shares knowledge and ideas21. Listens well and responds appropriately |  |  |  |  |
| **Cooperation**22. Agreeable and pleasant 23. Works well as part of a team 24. Agreeable to supervision25. Eager to be helpful26. Quick to offer assistance and support  |  |  |  |  |
| **Attitude**27. Demonstrates a positive attitude towards others, work and organization |  |  |  |  |
| **Reliability** 28. Follows through on commitments and job duties consistently29. Accepts accountability for his/her work30. Follows instructions, directives and procedures |  |  |  |  |
| **Initiative** 31. Actively seeks out additional responsibilities, without being asked32. Demonstrates an ability to encourage and/or inspire others |  |  |  |  |
| **Attendance and Punctuality/ Other**33. Regularly in attendance and is punctual 34. Uses time constructively 35. Wears clothing consistent with a professional work environment  |  |  |  |  |
| **Safety**36. Reports all incidents / accidents to supervisor immediately37. Follows established policies & safe work procedures38. Knows the 3 worker rights & what they mean39. Demonstrates proper use of personal protective equipment (PPE), donning, doffing, selection, storage 40. Worker ensures all applicable training is current |  |  |  |  |
| **Work Habits/Skills**1. Stores all supplies in an orderly fashion
2. Maintains caretaking and maintenance equipment accordingly
3. Completes minor repairs/painting as required
4. Maintains inventory of supplies and places orders in a timely and efficient manner
5. Efficiently sweeps, mops, strips, waxes and polishes floors
6. Maintains all storage areas in clean orderly condition
7. Classroom and lab fixtures
8. Washrooms and bathroom fixtures
9. Whiteboards
10. Collects wastepaper and other waste materials regularly
11. Ensures all entrances and windows are closed and secure at the end of the day
12. Dusts all furniture, fixtures, walls and other areas regularly
13. Cleans/maintains an attractive entrance through the school/work day
14. Washes walls and ceilings (other than tiled areas) annually or as requested
15. Promptly replaces burned out light bulbs and reports ballast issues
16. Demonstrates an understanding of the operation and maintenance of HVAC systems
17. Completes minor repairs to the HVAC system
18. Maintains all fixtures, entrances and windows in good condition
19. Controls weeds and cuts grass regularly
20. Performs playground inspections and logs results weekly and reports deficiencies to Administrators or submits service requests
21. Removes snow/ice from entrances and sidewalks and logs results
 |  |  |  |  |

Goals and Objectives

Summarize goals and objectives and how they have been met:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Objectives for the Next Review Period

List goals and objectives to be attained in the upcoming review period:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overall Review

Outline areas of major strength(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Areas which could be improved:

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Professional Development goals:

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General comments and recommendations:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Supervisor’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date