

MILFORD PUBLIC SCHOOLS

CUSTODIAL EVALUATION FORM



Employee Name: _____

School/Office: _____ Step: _____ Date: _____

EVALUATION REPORT BY AREA

	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
Classrooms/Assigned Areas				
Lavatories				
Boiler Rooms				
Storage Rooms				
Custodial Closets				
Cafeteria and Kitchen				
Outside Area (buildings, grounds, landscaping and snow)				
Additional/comments:				
OVERALL PERFORMANCE				

PERSONAL

	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
Appearance				
Cleanliness				
Attitude				
Dependability				
Attendance/Sick time				

COOPERATION

	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
With Supervisors				
With Other Staff				
With Students				
With Public				

PERFORMANCE

	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
Initiative				
Quality of Work				
Knowledge of Safety Practices				
Ability to Supervise (if applicable)				
Additional/comments:				

GENERAL

	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
Awareness of Policies/Procedures				
Awareness of Objectives of Job				

REMARKS - Principal

CUSTODIAL SUPERVISOR'S COMMENTS

CUSTODIAL SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S COMMENTS:

It is understood that by signing this performance evaluations, the employee's signature indicates receipt of the evaluation, but is not necessarily in agreement with its contents. A written response by the employee may be attached to all copies. Refusal of the employee to sign this document will in no way invalidate this evaluation.

EMPLOYEE'S SIGNATURE

DATE

PRINCIPAL'S SIGNATURE

DATE