

**MERCEDES INDEPENDENT SCHOOL DISTRICT  
MAINTENANCE STAFF PERFORMANCE APPRAISAL**

Name \_\_\_\_\_ Evaluation Period \_\_\_\_\_

Position \_\_\_\_\_ Department/Campus \_\_\_\_\_

Evaluator \_\_\_\_\_ Title \_\_\_\_\_

**Rating Scale:**

- |            |                      |  |
|------------|----------------------|--|
| <b>E</b>   | Exceeds expectations | Performance exceeds expectations       |
| <b>P</b>   | Proficient           | Performance meets expectations         |
| <b>I</b>   | Needs improvement    | Performance does not meet expectations |
| <b>N/A</b> | Not Applicable       | Performance is not expected            |

**Directions:** Use the above description to rate each skill. Determine the overall job performance by reviewing all ratings.

<b>General skills</b>					
1	Works cooperatively with others	E	P	I	N/A
2	Participates in meetings, training, and special events	E	P	I	N/A
3	Follows oral and written instructions from supervisor	E	P	I	N/A
4	Follows district policies and procedures	E	P	I	N/A
5	Provides safety and security for self and others	E	P	I	N/A
6	Completes assignments on time and accurately	E	P	I	N/A
7	Follows attendance and punctuality rules	E	P	I	N/A
8	Demonstrates appropriate job knowledge	E	P	I	N/A
9	Maintains neat and orderly work area	E	P	I	N/A
10	Uses, maintains, and stores work material properly	E	P	I	N/A
11	Identifies and responds to problems effectively	E	P	I	N/A
12	Communicates effectively	E	P	I	N/A

MISD MAINTENANCE STAFF PERFORMANCE APPRAISAL, continued

<b>Specialized skills</b>					
1	Determines necessary tools, materials, and time	E	P	I	N/A
2	Responds promptly to work order requests	E	P	I	N/A
3	Follows schedule for preventive maintenance and repairs	E	P	I	N/A
4	Maintains records to control inventory of materials, supplies, and equipment	E	P	I	N/A
<b>Performance goals</b>					
<b>General comments</b>					
<b>Employee Comments</b>					
<b>Overall performance rating (check one)</b>					
<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Proficient <input type="checkbox"/> Needs improvement					
This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.					
_____ Employee signature		_____ Date		_____ Evaluator Signature	
				_____ Reviewer Signature	
				_____ Date	