

MIDWAY ISD PERFORMANCE APPRAISAL
MAINTENANCE STAFF

Name _____ Position _____ Evaluation Period _____

Department/campus _____ Supervisor _____

Rating scale:

P	Proficient	Employee's performance consistently meets district expectations
I	Improvement Needed	Employee's performance does not meet district expectations
N/A	Not applicable	Performance is not expected

Directions: Use the above descriptors to rate each skill.

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

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Specialized skills							
1.	Determines necessary tools, materials, and time	P	I	N/A			
2.	Responds promptly to work order requests	P	I	N/A			
3.	Follows schedule for preventive maintenance and repairs	P	I	N/A			
4.	Maintains records to control inventory of materials, supplies, and equipment	P	I	N/A			
5.		P	I	N/A			
6.		P	I	N/A			
Performance goals							
General comments							
Employee comments							
This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.							
Employee signature		Date		Supervisor signature		Date	
An employee may submit a written response or rebuttal within 10 working days of receiving this evaluation.							