



Physical Plant
Personnel Performance Evaluation

Name: _____

Position: _____

Evaluation Period: _____

Personnel Evaluation Process

General:

It is the intent of this document to establish a clearly defined personal evaluation process for the benefit of both Physical Plant Personnel and their Supervisor.

Purpose:

The purpose of the evaluation process will be:

1. To insure the existence of a quality staff.
2. To provide a systematic procedure for improvement.
3. To provide a basis for merit considerations and promotions.
4. To document an employee's disciplinary performance record.

Instructions for Evaluation Process:

Grounds Supervisor will evaluate all grounds employees.

1. The process shall consist of an annual formal evaluation. Additional evaluations may be conducted at any time.
2. The formal evaluation will be conducted between the supervisor and the employee in a private professional setting.
3. Performance reviews can be conducted at any time for constructive job suggestions, recognition of outstanding work, and for disciplinary review or action.

Dependability: Degree of supervision needed to carry out daily tasks and to complete the task at hand.

- Self-starter & rarely needs supervision
- Needs some supervision but dependable on routine work
- Needs frequent supervision & guidance to complete task
- Needs constant supervision

Adaptability: Ability to quickly learn procedures / adjust to changes in job assignments.

- Quick to learn. Undisturbed by different tasks & welcomes new challenges
- Learns well and has a willingness to accept change
- Difficulty learning tasks & resist changes to assignments
- Does not accept task at hand, forgets assignments & fights change

Attendance: Number of absences, tardiness, length of lunch and break times.

- Outstanding record of attendance, punctuality and use of break times
- Rarely absent, or abusing break times
- Some problems with attendance, punctuality and abusing break times
- Serious problems with attendance, punctuality and abuses break time

Cooperation: Willingness to take supervision and the ability to get along with co-workers.

- Responds professionally to daily challenges and responsibility
- Usually responds well to supervision and co-workers; sometimes takes initiative
- Needs prodding / some problems with co-workers. Difficulty setting objectives
- Has no direction; has to be supervised constantly.

Quantity Of Work: Ability to meet or surpass the goals set by the grounds supervisor;
Use of time during normal workday hours.

- Never misses deadlines; ahead of schedule; looks ahead for new tasks
- Completes all work assigned and usually makes good use of time
- Completes task at hand but does not look for other task to fill the day
- Always behind on the task and usually needs help to complete task

Quality Of Work: The level of work, neatness, attention to detail, accuracy, professionalism and the need to re-do work.

- Exceptional accuracy. Appropriate attention to detail and very well organized
- Few errors, usually attentive and generally does good work
- Does acceptable work but needs some improvement; needs attention to details
- Poor work and needs to re-do work; often needs help to finish re-do work

Job Knowledge: Understanding of job task & procedures, equipment and tools.

- A master of all job procedures, equipment, and tools
- A good knowledge of job procedures, equipment, and tools
- Poor knowledge of job procedures, equipment, and tools
- Depends on co-workers for knowledge and does not understand how to use equipment & tools

Safety & Reasoning: Ability to make safe and sound decisions in a timely manner.

- Confidently keeps the task moving on time while making safety a priority
- Uses good judgment most of the time but safety is overlooked at times
- Makes frequent errors in judgment and slow to make safety an option
- Cannot be trusted to make job related decisions. Neglects safety

Review Summary

Areas employee has exhibited outstanding performance:

Areas employee requires improvement:

Goals for improving employee performance:

Employee comments:

Signatures:

The signatures below constitute acknowledgement of evaluation but do not mean the employee agrees with evaluation.

Employee _____ **Date** _____
Supervisor _____ **Date** _____