



Performance Appraisal Report

Name:	Title:	Caretaking and Maintenance Staff
Reports to:	Title:	Location:
		Date of Appraisal:

Core Competencies	Rating Scale				Comments/Evidence
	Unsatisfactory	Making Progress	Successful	Highly Successful	
<p>Personal Demonstrates the knowledge, skills, values and motivations to function successfully in the role.</p> <p>Respect</p> <ul style="list-style-type: none"> ➤ Responds to students, staff and public needs in a caring and considerate manner ➤ Demonstrates courtesy and sensitivity to others ➤ Acknowledges and respects the diversity and worth of all individuals <p>Initiative</p> <ul style="list-style-type: none"> ➤ Applies new learning, pursues continuous improvement ➤ As a self-starter, demonstrates the ability to work independently ➤ Is visible and accessible <p>Problem Solving</p> <ul style="list-style-type: none"> ➤ Uses effective problem solving models ➤ Analyzes problems effectively ➤ Develops clear, concise courses of action <p>Professionalism</p> <ul style="list-style-type: none"> ➤ Demonstrate professionalism in appearance, and work habits ➤ Assumes accountability for all actions ➤ Responds to the needs of the Board's organization and strategic direction ➤ Adheres to board policies and procedures ➤ Is reliable and dedicated 					

<p>Interpersonal Demonstrates the skills and practices to work effectively with others.</p> <p>Service Orientation</p> <ul style="list-style-type: none"> ➤ Provides safe clean learning environment for staff and students ➤ Demonstrates effective customer service model in their daily work ➤ Responds positively to school and community needs ➤ Is approachable, courteous and tactful <p>Communication</p> <ul style="list-style-type: none"> ➤ Demonstrates appropriate and acceptable communication ➤ Shares and seeks out information ➤ Practices active listening skills ➤ Gives clear and concise information ➤ Demonstrates effective documentation skills <p>Collaboration</p> <ul style="list-style-type: none"> ➤ Ability to work as a positive team member ➤ Cooperation with peers and supervisors ➤ Demonstrates a positive and flexible approach to requests ➤ Supports and contributes to school and Board goals <p>Conflict Management</p> <ul style="list-style-type: none"> ➤ Strives for win-win solutions ➤ Recognizes conflicts and diffuses situations ➤ Deals with issues in a timely manner 					
<p>Organizational Organizes and manages work related tasks efficiently and effectively.</p> <p>Time Management</p> <ul style="list-style-type: none"> ➤ Prioritizes tasks ➤ Completes tasks in allotted time frame ➤ Adapts to change as needed <p>Productivity</p> <ul style="list-style-type: none"> ➤ Manage competing demands ➤ Utilizes innovative approaches to work ➤ Anticipates work requirements and offer suggestions ➤ Ensure work is completed to Board standards 					

<p>Job Specific Demonstrates proficiency in work related tasks.</p> <p>Performs duties and responsibilities of the job description</p> <p>Contributes to a positive healthy work environment</p> <ul style="list-style-type: none"> ➤ Understands the requirements of occupational health and safety ➤ Knows where to access information/resources related to a healthy workplace ➤ Initiates/participates in healthy workplace activities 					
--	--	--	--	--	--

Overall Rating:

- Unsatisfactory**

 Making Progress

 Successful

 Highly Successful

<p>Employee Summary Comments (Optional):</p>	<p>Supervisor Summary Comments and Suggestions for Growth:</p>
---	---

Employee Acknowledgement
 (Acknowledging receipt of Report)

Supervisor's Signature

<p>Rating Scale:</p>	<p>Unsatisfactory - Employee needs to make significant improvement in job performance – regardless of reason, lack of desired achievement during review period.</p>	<p>Making Progress - Employee is moving at a reasonable pace toward success in job performance – improvement needed in some areas – expect success in near future.</p>	<p>Successful - Employee consistently completes job assignments as expected in terms of quality and schedule – solid, fully competent in aspects of job.</p>	<p>Highly Successful - Employee consistently goes beyond job requirements – evidence external and internal to the Board.</p>
----------------------	--	---	---	---

Copies: **Original – H.R. File** **Copy – Immediate Supervisor** **Copy - Employee**