



Facility Services Staff Evaluation Report – _____ Report

The purpose of this report is to provide a formal summative written report for the Facility Services staff member. Upon initiating an evaluation, the principal, supervisor, or designate shall complete the initial section of this report, meet with the staff member to review the process, and then provide a copy of this report to the staff member.

Demographic and Evaluation Information	
School/Department	Today's Date
Staff Member's Name	Role
Evaluator's Name	Role
Purpose of Evaluation <input type="checkbox"/> First year of employment <input type="checkbox"/> Requested by the staff member <input type="checkbox"/> Due to concerns identified through supervision <input type="checkbox"/> Other: _____	
Evaluation Criteria, Process, and Timelines The evaluation will be based upon the Facility Services staff competencies outlined in sections 1-4. The process will include daily observations of the staff member, interviews with other school/department staff, and a 30-minute structured interview with the staff member. The evaluation report will be completed prior to _____.	
Possible Outcomes of the Evaluation Possible outcomes include, but are not limited to, continued employment, program of remediation, or termination of contract.	

Section 1: Performance of Duties	
<p>Does the employee meet competency expectations? Y/N Competency</p> <p><input type="checkbox"/> Develops an annual growth plan aligned with needs identified</p> <p><input type="checkbox"/> Demonstrates knowledge of job functions</p> <p><input type="checkbox"/> Demonstrates technical expertise</p> <p><input type="checkbox"/> Makes sound decisions by analyzing and solving problems effectively</p> <p><input type="checkbox"/> Works independently</p> <p><input type="checkbox"/> Seeks support and assistance when appropriate</p> <p><input type="checkbox"/> Demonstrates flexibility</p> <p><input type="checkbox"/> Adjusts to changes in procedures, protocols and working conditions</p> <p><input type="checkbox"/> Accepts new responsibilities</p> <p><input type="checkbox"/> Performs effectively under pressure</p> <p><input type="checkbox"/> Knows how to locate and access Board Policies and procedures</p> <p><input type="checkbox"/> Consistently applies common routines and procedures</p> <p><input type="checkbox"/> Initiates improvement in the efficiency of streamlining common practices</p> <p><input type="checkbox"/> Produces work that is accurate, clear and completed in a timely manner</p> <p><input type="checkbox"/> Efficient at applying new skills and training</p> <p><input type="checkbox"/> Efficiently completes both long-term and immediate tasks</p> <p><input type="checkbox"/> Complies with and works within CESD safety policies, procedures and guidelines</p> <p><input type="checkbox"/> Brings safety concerns, issues and hazards to the appropriate person</p> <p><input type="checkbox"/> Completes hazard assessment prior to a job</p>	<p>Areas of Strength</p> <p>➤</p> <hr/> <p>Areas for Improvement</p> <p>➤</p> <hr/> <p>Areas of Concern That Do Not Meet Expectations</p> <p>➤</p>

Section 2: Relationships

Does the employee meet competency expectations?

Y/N Competency

- Works in an effective, and positive manner with students
- Works in an effective and positive manner with staff
- Works effectively as part of a team
- Demonstrates empathy
- Seeks opportunities to build positive relationships
- Earns respect from peers
- Deals with all individuals in a polite, courteous and respectful manner

Areas of Strength



Areas for Improvement



Areas of Concern That Do Not Meet Expectations



Section 3: Communication

Does the employee meet competency expectations?

Y/N Competency

- Expresses ideas clearly in oral form
- Expresses ideas clearly in written form
- Expresses ideas in a courteous and respectful manner
- Listens effectively
- Displays a healthy attitude towards work

Areas of Strength



Areas for Improvement



Areas of Concern That Do Not Meet Expectations



Section 4: Professionalism & Ethics

Does the employee meet competency expectations?

Y/N Competency

- Leads by example
- Respects the Confidentiality Undertaking and Pledge
- Addresses ethical concerns directly with a colleague
- Maintains a professional manner in terms of dress
- Maintains a professional manner in terms of conduct
- Maintains a professional manner in terms of attitude
- Assists students, parents, teachers and support staff with school-related issues and arranging for the proper person to deal with these concerns
- Maintains an acceptable record of attendance
- Arrives and departs on time
- Maintains a positive attitude
- Accepts direction from supervisors

Areas of Strength



Areas for Improvement



Areas of Concern That Do Not Meet Expectations



Supervisor Comments and Recommendations

Comments

Employment Recommendations

Staff Member Comments – attach additional pages if necessary

Declaration

I have read and discussed this evaluation with my supervisor.

Staff Member's Name

Staff Member's Signature

Date

Supervisor's Name

Supervisor's Signature

Date

Please submit hard copies of all final evaluation reports to the Associate Superintendent - People Services prior to April 30.

Form Updated: October 14, 2016