

**NORTHERN LEHIGH SCHOOL DISTRICT  
Custodial/Maintenance Personnel  
EMPLOYEE EVALUATION REPORT**

School \_\_\_\_\_ Date \_\_\_\_\_

Name of Employee \_\_\_\_\_

Position \_\_\_\_\_ Date of Hire \_\_\_\_\_

DESCRIPTORS	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY	COMMENTS
<b>I. QUALITY OF WORK</b>				
1. Accuracy				
2. Neatness				
3. Skill				
4. Knowledge				
5. Ability to Follow Directions				
<b>II. WORK HABITS</b>				
6. Care of Equipment				
7. Initiative				
8. Attendance				
9. Punctuality				
<b>III. PERSONAL TRAITS</b>				
10. Cooperation				
11. Relationship with Co-Workers				
12. Team Work				
13. Accepts Constructive Criticism				
14. Integrity				
15. Loyalty				
16. Dependability				
17. Emotional Control & Stability				
<b>OVERALL EVALUATION</b>				

**Continued Employment**

\_\_\_\_\_ Recommended

\_\_\_\_\_ Not Recommended

Comments \_\_\_\_\_

\_\_\_\_\_

No. 512-AR-1

NORTHERN LEHIGH  
SCHOOL DISTRICT

ADMINISTRATIVE  
REGULATION

---

Supervisor's Signature

Employee's Signature

Date