

Trenton Public Schools
Trenton, New Jersey

PERFORMANCE RATING – MECHANICS / LABORERS / CUSTODIANS

Name of Employee _____ Rating Period _____
 Title _____ Department _____
 School Building _____

- Directions to Rater:
1. Place a check (✓) in the appropriate square opposite each factor in the left column.
 2. Enter the appropriate numerical value in the space in the right-hand column.
 3. Total the rating and divide the total by 4 to determine the average numerical rating.

Unsatisfactory	Fair	Good	Very Good	Excellent
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Work Quality

1	2	3	4	5

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In rating work quality, give careful consideration to:

- | | |
|-------------------|--------------------------------|
| Neatness | Judgment |
| Knowledge of work | Ability to work under pressure |
| | Amount of supervision required |

For supervisory personnel, include skills in:

- | | |
|-----------------|---------------------------------|
| Planning | Organizing work |
| Laying out work | Direct work |
| | Judging and rating subordinates |

Work Quantity

1	2	3	4	5

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In rating work quantity, give careful consideration to:

- Production in terms of particular job
- Employee's application to the job
- Effect of employee on the general flow of work
- Skill in handling special assignments

For supervisory personnel, include:

- Skill in getting work out

Work Attitudes

1	2	3	4	5

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In rating work attitudes, give careful consideration to:

- | | |
|---------------|--|
| Cooperation | Adaptability |
| Tact | Initiative |
| Dependability | Stability |
| | Attitude toward direction or instruction |

For supervisory personnel, include

- General handling of subordinates
- Skill in developing employee morale
- Skill in preventing and handling employee problems

Unsatisfactory	Fair	Good	Very Good	Excellent
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Work Habits

1	2	3	4	5

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In rating work habits, give careful consideration to:

- Attendance
- Punctuality
- Tardiness
- Use or abuse of Board Property
- Effect of habits on work of others

For supervisory personnel, include:

- Skill in developing good work habits in subordinates

TOTAL NUMERICAL RATING

AVERAGE NUMERICAL RATING

WORK QUALITY _____

WORK QUANTITY _____

WORK ATTITUDES _____

WORK HABITS _____

Remarks: _____

Comments concerning potential for other assignments: _____

1. Statement by Rater

This report is based on personal observation and knowledge of the employees work.

Signature of Rater _____ Title _____ Date _____

2. Statement of Employee

I hereby certify that I have personally reviewed this rating and have been given the opportunity to discuss it with the rater.

Signature of Employee _____ Title _____ Date _____

3. Statement by Reviewer

Interview requested, conducted. Rating by rater approved. Rating amended.

Signature of Reviewer _____ Signature of Employee _____

4. Approval Action

Action by reviewer approved.

Signature _____ Date _____

My signature does not necessarily mean my agreement of this evaluation.