

Chariton Valley Association Custodian Evaluation Form

Thank you so much for your hard work at Chariton Valley! This performance evaluation has been created specifically for you to guide your development at CVA. *(Evaluations will be filled out at 3 months and once a year there after or more often if deemed necessary by your supervisor.)*

Employee Name _____

Date _____

<u>Performance Attribute</u>	<u>Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Below Expectations</u>	<u>N/A</u>
1. Attention to detail				
2. Demonstrates compassion and empathy				
3. Completion of Daily Tasks				
4. Attendance and Punctuality				
5. Communicates well with others				
6. Teamwork				
7. Professional Appearance				
8. Completes all necessary trainings/proactively provides necessary documentation				
9. Takes initiative by proactively addressing areas that need attention.				
10. Overall employee performance				

Is this a 3 month or annual evaluation? _____

Supervisor Comments (Please be as specific as possible):

Action Plan (If there is need for improvement, a plan for improvement and review date will be noted below.)

Review Date _____

Employee Comments:

Employee Signature

Date

Supervisor Signature

Date

Human Resources Manager

Date