

**Putnam Valley Central School District  
Putnam Valley, New York**

**Civil Service Employee Review  
Custodial Worker/Groundskeeper/Cleaner**

Employee \_\_\_\_\_ Job Title \_\_\_\_\_

Building & Department \_\_\_\_\_

Evaluator \_\_\_\_\_ Evaluation Date \_\_\_\_\_

	Meets or Exceeds Expectations	Needs Improvement (Requires Comment)	Not Applicable	Comments
<b>Quality of Work</b>				
Accuracy				
Reliability				
Initiative				
Efficiency				
Organization skills				
Decision making				
Knowledge of job				
Follows directions				
Productivity				
<b>Dependability</b>				
Attendance				
Punctuality				
Responsiveness				
Availability				
Leadership				
Cooperation				
<b>Attitude Toward Work</b>				
Interest in job				
Confidentiality				
Compatibility with Peers, Administrators & Public				
Appearance				
Care of equipment				
Adaptability				
Judgment/Tact				

**Putnam Valley Central School District  
Putnam Valley, New York**

**Civil Service Employee Review  
Custodial Worker/Groundskeeper/Cleaner**

Job Related Skills	Meets or Exceeds Expectations	Needs Improvement (Requires Comment)	Not Applicable	Comments
Floor Maintenance				
General Cleaning				
Bathroom Cleaning				
Care of Equipment				
Care of Materials				
Maintains a neat & clean appearance at all times & wears uniform				
<b>Possesses adequate knowledge in the operation of building (Related to Custodial Worker)</b>				
Heating/cooling				
Alarm Systems				
Electrical				
<b>Cares and maintains outside property</b>				
Grass, Shrubbery				
Snow Removal				
Marks and maintains athletic fields				
<b>Productivity</b>				
Amount of acceptable work				
Ability to work with minimal supervision				
Attention to detail				
<b>Human Relations Skills</b>				
<b>Interaction with:</b>				
Administrators				
Parents				
Public				
Staff				
Students				

**Putnam Valley Central School District  
Putnam Valley, New York**

**Civil Service Employee Review  
Custodial Worker/Groundskeeper/Cleaner**

Performance Strengths

Recommendations for Improvement/Professional Growth

Employee's Comments and Goals

<b>Overall Performance:</b>	<b>Meets/Exceeds Expectations</b>	<b>Needs Improvement*</b>

\*A check in this column requires the supervisor/evaluator to develop a plan with the employee by which s/he can address the identified deficiencies. The evaluator and the employee will meet regularly about the plan and evaluate progress toward remediation after one year.

Evaluator's Signature \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date of Conference Discussion \_\_\_\_\_

*Please sign and return this form to the supervisor within five working days of receipt. It is understood your signature does not necessarily constitute agreement with its contents. After proper service upon the employee, the District has the right to file material without signature.*