PERFORMANCE EVALUATION REPORT (Groundskeeper)
CLASSIFIED PERSONNEL
CAJON VALLEY UNION SCHOOL DISTRICT

A-91
(Rev. 3/93)
(Use ink or typewriter for final markings)

| Employee Name: | Site/Department |
|---|---|
| Job Title: [ ] Permanent [ ] Probationary | If unscheduled report check here [ ] Due Date: |

| SECTION A: Checks in column D must be explained in column E. GENERAL SKILLS | A OUTSTANDING | B COMPETENT/ MEETS STANDARDS | C NEEDS TO IMPROVE | D UNSATISFACTORY | E DOES NOT APPLY |
|---|---|---|---|---|---|
| 1. Complies with policies, regulations, and procedures. | | | | | |
| 2. Maintains a good attendance record. | | | | | |
| 3. Observes time/work schedules. | | | | | |
| 4. Presents an appropriate appearance. | | | | | |
| 5. Uses materials/equipment safely and economically. | | | | | |
| 6. Plans, organizes, and prioritizes work effectively. | | | | | |
| 7. Relates respectfully and courteously to students. | | | | | |
| 8. Responds to needs of community/parents in a professional manner. | | | | | |
| 9. Responds to needs of community/parents in a professional manner. | | | | | |
| 10. Works courteously and relates effectively with fellow employees. | | | | | |
| 11. Exhibits ability to work independently. | | | | | |
| 12. Accepts change and demonstrates flexibility. | | | | | |
| 13. Completes satisfactory volume of quality work within a reasonable time frame. | | | | | |
| 14. Demonstrates ability to make independent judgments. | | | | | |
| 15. Willingly accepts suggestions/directions. | | | | | |
| 16. Shows interest in self-improvement. | | | | | |
| 17. Understands department/school objectives and works to achieve them. | | | | | |
| 18. Keeps lines of communication open between self and supervisor. | | | | | |
| GROUNDSKEEPER I AND II | | | | | |
| 1. Demonstrates an understanding or proper groundskeeping methods and procedures. | | | | | |
| 2. Demonstrates the ability to apply fertilizers and pesticides in a safe and effective manner. | | | | | |
| 3. Demonstrates the ability to properly use and maintain hand tools. | | | | | |
| 4. Demonstrates the ability to properly operate and maintain small power equipment. | | | | | |
| 5. Demonstrates the ability to perform basic maintenance on, and minor repairs to, irrigation systems. | | | | | |
| 6. Possesses knowledge of proper trimming and pruning techniques. | | | | | |
| 7. Ability to keep equipment area in a neat and orderly system (fashion). | | | | | |
| 8. Knowledge of all safety procedures, precautions and safe work habits related to specific grounds duties. | | | | | |
| GROUNDSKEEPER II | | | | | |
| 1. Demonstrates the ability to properly operate and maintain large specialized power equipment. | | | | | |
| 2. Demonstrates the ability to properly maintain and operate truck and trailer combination and dump truck. | | | | | |
| 3. Demonstrates the ability to assist in large landscape and irrigation installation. | | | | | |
| 4. Demonstrates the ability to assist in minor asphalt and concrete installation and repair. | | | | | |

**SECTION B:** Record job STRENGTHS and superior performance.

**SECTION C:** Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance for personal or job qualifications.

**SECTION D:** Record specific GOALS OR IMPROVEMENT PROGRAMS to be undertaken during the next evaluation period.

**SECTION E:** Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. Explain checks in Column D.

**SUMMARY EVALUATION - Check overall performance*:**
[ ] Outstanding [ ] Needs to Improve
[ ] Competent/Meets Standards [ ] Unsatisfactory
***An overall rating below "Competent/Meets Standards" will NOT be forwarded to employee's Personnel File for TEN working days after receipt of his/her copy.**

RATER: ( ) I DO ( ) I DO NOT recommend this employee be granted permanent status.

Rater's Signature: Title: Date:

REVIEWER: (If none, so indicate)

Reviewer's Signature: Title: Date:

EMPLOYEE: I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.

Employee Signature: Date:

COMMENTS: