

### Sub Custodian Evaluation Form

Evaluator's Name	Date
Custodian's Name	School

#### Work Performance (please circle)

Demonstrates competence in completing assignments.	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Very Good</i>
Performs duties and responsibilities promptly and efficiently.	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Very Good</i>
Respects supervisory personnel.	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Very Good</i>
Treats coworkers courteously.	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Very Good</i>
Understands job responsibilities, cleaning methods, and use of equipment.	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Very Good</i>
Follows and understands District policy.	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Very Good</i>

#### Work Attendance Verification

Comments:	Date	Arrival Time	Quitting Time	Signature of Supervisor

Note: Please evaluate the sub custodian in the areas listed above. Accuracy and honesty in your evaluation is very important to us. This report will be kept confidential, but will help us in training and placing new assistants. Return this form to Custodial Services as soon as possible after the sub has worked at your school. Thank you.

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