

2023

Employee Name:

Title:

Department:

Reporting Period:

When completing the evaluation, the ratings and comments at the time of the

as to the reason for the rating.

A rating of "O" or "N" requires a comment

O=Outstanding E=Exceeds Standard M=Meets Standard N=Needs Improvement D=Does Not Apply

| | | | | | |
|--|---|---|---|---|---|
| Uses equipment, tools and/or machinery correctly. | | E | M | N | D |
| Applies trade knowledge correctly and effectively. | O | E | M | N | D |
| Determines appropriate steps to accomplish tasks per established procedures and/or practice. | O | E | M | N | D |
| Completes assigned work in a timely manner | O | E | M | N | D |
| Accurately completes applicable documentation including work orders, inventory records, and other documents. | O | E | M | N | D |
| Offers suggestions for improving operational procedures. | O | E | M | N | D |
| Takes advantage of appropriate training opportunities. | | E | M | N | D |
| Expresses an interest in learning new techniques/skills. | O | E | M | N | D |

Maintains required safety training.

O E M N D

Performs work using safety equipment required for the task.

O E M N D

Monitors equipment operation and reports malfunctions.

O E M N D

Maintains a clean and safe work area.

Reports to work on time and completes tasks according to work schedule.

O E M N D

Follows University and Facilities Management policies.

O E M N D

