



2023 FACILITIES MANAGEMENT EMPLOYEE PERFORMANCE EVALUATION

Employee Name:

Title:

Department:

Reporting Period:

When completing the evaluation, the ratings and comments should consider the employee's performance over the past 12 months. Circle the rating that best describes the employee's performance within each functional area. If a standard does not apply, circle "D". A rating of "O" or "N" requires a comment as to the reason for the rating.

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

JOB KNOWLEDGE and EXECUTION

Uses equipment, tools and/or machinery correctly.	O	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.	O	E	M	N	D
Expresses an interest in learning new techniques/skills.	O	E	M	N	D

(Note in Comments specific skills the employee has and/or positions in which the employee has an interest)

Comments:

SAFETY

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.	O	E	M	N	D
Practices safe work techniques including using safety equipment.	O	E	M	N	D
Encourages and assists others to follow safe work habits.	O	E	M	N	D
Reports any unsafe condition to supervisor.	O	E	M	N	D

Comments:

TEAM WORK and COOPERATION

Interacts with others in an ethical and professional manner.	O	E	M	N	D
Maintains cooperative and effective working relationship with others.	O	E	M	N	D
Accepts constructive criticism and instruction cooperatively	O	E	M	N	D
Handles issues effectively with a problem-solving attitude.	O	E	M	N	D
Attends and participates in training activities.	O	E	M	N	D
Greets all visitors, students, staff and others in a pleasant and respectful manner.	O	E	M	N	D
Has an understanding of own attitudes, beliefs and values towards people of different cultures.	O	E	M	N	D

Comments:

ACCOUNTABILITY

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

Comments:

OVERALL RATING: O E M N

Supervisor Print and Sign Name: **Date:**

Dept. Head Print and Sign Name: **Date:**

Employee:	I agree with the evaluation	I do not agree with the evaluation
Employee Print/Sign Name:		Date:
Employee Comments:		

Human Resources Print/Sign Name: **Date:**