

PERFORMANCE APPRAISAL

Employee Name

Job Title

Supervisor/Manager Name

Review Date

The following scale should be used in evaluating the employee's performance when compared to the norm of his or her position.

[2.5 – 3] *Above Requirements* – Employee consistently meets, and in many instances exceeds, established standards set by the home specifications and by management. Employees that receive this rating need little supervision and direction. They show initiative and are able to plan ahead to get their job done in the most efficient manner without having to be reminded to perform daily or periodic tasks.

[1.5 – 2.4] *Meets Requirements* – Employee meets established standards set by the home specifications and by management. Employees that receive this rating need average direction and need occasional reminders to perform daily or periodic tasks.

[0 – 1.4] *Below Requirements* – Employee meets established standards in some instances, but lacks consistency and needs supervision. Employees that receive this rating need to improve their level of performance to comply with the home specifications, quality assurance guidelines and management requirements.

Performs Basic Skills

Rating _____

[Trash, restrooms, mopping, dusting, vacuuming, etc.]

- Does employee need to be reminded regularly of responsibilities? Or does employee have a thorough understanding of responsibilities and never needs reminding?

Comments:

Performs Detail Cleaning

Rating _____

[Detail vacuuming, high & low dusting, blinds, detail restrooms]

- Is employee able to do the detailing? Do they only do detailing when asked by supervisor?

Comments:

Performs Basic Skills for Specialized Cleaning Tasks

Rating _____

(Buffing, stripping, waxing, window washing, carpet cleaning, carpet spotting)

- Does employee know basic skills?
- Can employee perform tasks without supervision?

Comments:

Organization, Care, Cleanliness of Equipment

Rating _____

- Vacuum Bag emptied regularly?
- Cleaning catty in order?
- Cord ends missing from power cords?

Comments:

Quantity of Work/ Meets Deadlines

Rating _____

- Does employee regularly go over on time allowed to clean?
- Does employee use extra time to their advantage?

Comments:

Amount of Supervision & Follow-up Needed

Rating _____

- Does employee need improvement and /or additional training?
- Does employee need more than normal supervision? Does employee need very little supervision?

Comments:

Communication

Rating _____

- Does employee communicate with supervisor or manager on a regular basis?

- Does employee inform supervisor of equipment problems right away?

Comments:

Teamwork/Cooperation

Rating _____

- Is employee willing to help out where needed without complaint or do they perform only what is required?
- Does employee get along well with co-workers?

Comments:

Safe Work Habits

Rating _____

- Does employee wear protective gloves when cleaning restrooms or mixing chemicals?
- Does employee use proper lifting techniques?

Comments:

Decision Making Skills

Rating _____

- Does an employee frequently make the wrong decisions?
- Does employee inform supervisor of decisions they made?

Comments:

Understanding Company Policies

Rating _____

- Has employee ever been warned about failing to comply with any company policy?

- Does employee know our company policies well?

Comments:

Conduct/Appearance

Rating _____

- Does employee always report to work in uniform [company name] shirt, photo ID, proper foot wear?
- Does employee conduct him/herself in a professional matter while on duty?

Comments:

Dependability/Attendance/Punctuality

Rating _____

- Does employee have poor attendance? Does he/she have excellent attendance?
- Does employee give a two week notice for days off?

Comments:

Supervising/Follow-Up (Supervisors Only)

Rating _____

- Completing assigned tasks – When given an assignment by management does the supervisor take care of it right away or put it off until later?
- Training – Are the assigned employees trained properly? Did they make it through their 90 day probation without incident and constant follow-up?

Comments:

Areas Needing Improvement:

Summary of Evaluation:

Employee Comments:

Performance Review Date: _____ Performance Merit Review Date: _____

Next Merit Review Date: _____

Overall Rating: _____

New Wage: _____

Amount of Increase: _____

Effective Date: _____

Employee Signature

Date

Supervisor Signature

Date

Merit Increase Rates

Rating	Increase
2.5 – 3	\$.40 - .50
1.5 – 2.4	\$.20 - .38
0 – 1.4	\$.0 - .18