

## 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

