

**WILSON AREA SCHOOL DISTRICT  
TRANSPORTATION AND BUILDING MAINTENANCE PERSONNEL  
EVALUATION SYSTEM**

The Maintenance Personnel Evaluation System is designed to serve as a partial basis for salary increases and a method of informing the employee of the quality of job performance and areas which may need improvement.

This evaluation is to be completed by April 1 of each year. Each supervisor is responsible for evaluating the personnel assigned to him or her after consulting with the business manager. If the employee disagrees with the evaluation, the business manager will make the final decision.

Each year the School Board will establish a base salary increase to be paid for each classification. An additional amount will be paid to each individual as is provided in the following list:

16 Points	= +400
14,15 Points	= +300
12,13 Points	= +200
10,11 Points	= Even

Below 10 Points = Subject to Reduced Base  
Increase

Definition of Rating Numbers

1. Unsatisfactory - The quality of performance is not acceptable.
2. Needs Improvement - The quality of performance falls below the expected standard and must be improved.
3. Satisfactory - The quality of performance meets the expected standard.
4. Excellent - The quality of performance is commendable.

**WILSON AREA SCHOOL DISTRICT  
EVALUATION FORM FOR MAINTENANCE PERSONNEL**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

1. Unsatisfactory

3. Satisfactory

2. Needs Improvement

4. Excellent

Check (X) in Appropriate Place	1	2	3	4	Supervisor's Comments
<p>A. <u>Quality of Work</u></p> <p>Workmanship, thoroughness, neatness, job knowledge, ability to follow directions</p>					
<p>B. <u>Quantity of Work</u></p> <p>Efficient completion of jobs, timely completion of work</p>					
<p>C. <u>Work Habits</u></p> <p>Initiative, assumption of fair share of work load, cooperation in work sharing process, proper care and use of equipment, willingness to help others</p>					
<p>D. <u>Personal Qualities</u></p> <p>Interpersonal skills with other personnel, staff members, and public, courtesy, acceptance of criticism, judgment</p>					
<p>Total Points _____ (Addition of A through D)</p>					