



# Maintenance, Construction, Warehouse, & Landscape Performance Appraisal

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Work Location: \_\_\_\_\_ Review Date: \_\_\_\_\_



### Performance Rating Description:

- **Exceeds Expectations** — Outstanding performance. Has exceeded in quality and scope of the major work objectives.
- **Meets Expectations** — Good performance. Has met the specified objectives. Performance is what is expected of a fully qualified and experienced person in this position.
- **Fails to Meet Expectations** — Poor performance. Has not met specified objectives. Accomplishment of major job requirements is clearly unacceptable.

### Areas of Evaluation:

|   | Exceeds | Meets | Fails to Meet |
|---|---------|-------|---------------|
| 1. <b>SAFETY</b> — Adheres to safety practices & procedures, including addressing unsafe conditions, proper use of tools & equipment, Personal Protective Equipment, & compliance with applicable OSHA standards.                                     | _____   | _____ | _____         |
| 2. <b>QUALITY</b> — Consistently follows generally accepted or recognized procedures/codes specific to a work area or project assignment.   | _____   | _____ | _____         |
| 3. <b>TECHNICAL KNOWLEDGE &amp; JUDGEMENT</b> — Has been formally trained, certified in, or demonstrates the appropriate skills necessary to complete assigned tasks in a timely manner, exhibits troubleshooting skills; knows when to ask for help. | _____   | _____ | _____         |
| 4. <b>CUSTOMER SERVICE</b> — Provides excellent and timely service to our Company locations.  | _____   | _____ | _____         |
| 5. <b>EQUIPMENT</b> — Maintains equipment & vehicles in a manner consistent with the Company's high standards.  | _____   | _____ | _____         |
| 6. <b>ATTENDANCE</b> — Employee is punctual, stays within meal and break periods, and has a good overall attendance record consistent with Company policy.  | _____   | _____ | _____         |
| 7. <b>TEAMWORK</b> — Demonstrates the ability to train other employees when necessary, cooperate, work & communicate effectively, especially during periods of high volume.   | _____   | _____ | _____         |
| 8. <b>PROJECTS/ASSIGNMENTS</b> — Completes projects/assignments in an efficient & timely manner.  | _____   | _____ | _____         |
| 9. <b>OVERALL PERFORMANCE</b> — Overall performance rating.   | _____   | _____ | _____         |
| <b>COMMENTS/AREAS FOR FUTURE FOCUS:</b>   |         |       |               |
| _____   |         |       |               |
| _____   |         |       |               |
| _____   |         |       |               |

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PAYROLL STATUS CHANGE FORM

*(Approvals are required prior to discussion with employee)*

**Required Signatures:**  
 Current Rate \$ \_\_\_\_\_  
 New Rate \$ \_\_\_\_\_  
 Effective Date \_\_\_\_\_  
 Next Review Date \_\_\_\_\_

Operations Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 Human Resources Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 Payroll: \_\_\_\_\_ Date: \_\_\_\_\_