Performance Evaluation Form

LOYOLA UNIVERSITY MARYLAND

Facilities Maintenance Form

Employee Name:	**EVALUATION PERIOD:** From (Mo/Yr): _____ To (Mo/Yr): _____
Title:	
Department:	TYPE OF APPRAISAL: Annual: _____ Provisional: _____
Supervisor:	OVERALL SCORE: _____

Loyola University Maryland's Performance Evaluation Form is designed to link employee performance to Loyola's mission and values as reflected in the Jesuit tradition and to provide guidance and consistency to the evaluation process. It assists the supervisor in making decisions about merit increases, promotions and continuing employment. It should be used to summarize and evaluate the employee's overall performance for the past year, to establish results to be achieved for specific tasks or projects for the next year, and to identify professional development goals to enable the employee to enhance performance in his/her current position or to prepare him/her for future growth.

Procedures

1. The supervisor encourages the employee to complete a self-evaluation which will be used as input in the formal evaluation.
2. The supervisor prepares the evaluation. Any category where employees are not meeting expectations must be addressed with comments.
3. The second level supervisor approves the evaluation.
4. The supervisor discusses the evaluation with the employee and adds final comments.
5. The employee adds comments and signs off. The supervisor signs off and forwards it to the human resources office for the employee file.

Questions regarding Loyola's performance management process can be addressed to Human Resources at performancereview@loyola.edu or by calling at 410-617-2354.

General Job Descriptions

Electrician I and II: Installs, maintains, and repairs electrical wiring, equipment, and fixtures in accordance with relevant codes.
Electrician Supervisor: Serves as a working supervisor for the electrician unit responsible for directing day-to-day operations of electricians performing electrical maintenance work and installation service. Provides guidance, instruction and supervision to others, and is responsible for project monitoring and completion.
HVAC Mechanic I and II: Installs services, and repairs heating and air conditioning systems and monitors energy management systems in campus residences and facilities.
HVAC Supervisor: Serves as a working supervisor for the HVAC unit in installing, servicing and repairing a variety of residential and commercial heating, ventilation, air conditioning and refrigeration equipment. Monitors

energy management systems. Provides guidance, instruction and supervision to others, and is responsible for project monitoring and completion.
Maintenance Worker I and II: Performs work involving the skills of maintenance or craft occupations to keep machines, mechanical equipment, and the structures of campus facilities in repair. Duties involve basic plumbing, carpentry, painting, repairing electrical or mechanical equipment, installing new equipment; and repairing buildings, floors, and stairs.
Maintenance Supervisor: Serves as a working supervisor for the general maintenance unit performing general maintenance and repair work. Provides guidance, instruction and supervision to others, and is responsible for project monitoring and completion.
Plumber I and II: Assemble, install, and repair pipes, fittings, and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes.
Plumber Supervisor: Serves as a working supervisor for the plumbing unit performing plumbing trades work. Provides guidance, instruction and supervision to others, and is responsible for project monitoring and completion.
Renovations Specialist I and II: Completes facilities renovations projects to maintain and enhance campus building interiors and exteriors, offices, dorm rooms, meeting spaces and outdoor areas.
Renovations Specialist Supervisor: Serves as a working supervisor for the renovations unit performing building and facility renovation work. Provides guidance, instruction and supervision to others, and is responsible for project monitoring and completion.

Performance Levels

The performance levels described below are consistent with those used to determine merit increase ranges. Use these descriptions/levels when completing this section. Select the rating that best describes performance for each competency.

EXCEPTIONAL (5): Consistently exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive, innovative, responsive and generates top quality work.

EXCEEDS EXPECTATIONS (4): Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical & interpersonal skills or has achieved significant improvement in these areas.

MEETS EXPECTATIONS (3): Meets all relevant performance standards. Occasionally exceeds desired results or objectives in one or more areas.

BELOW EXPECTATIONS (2): Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or employee has not sustained adequate improvement, as required since the last performance review or performance improvement plan.

NEEDS IMPROVEMENT (1): Consistently falls short of performance standards.

Knowledge of Job

Competency	5	4	3	2	1	NA
Uses equipment/tools/machinery correctly						
Applies knowledge of trade techniques correctly and effectively						
Determines the procedures required to accomplish tasks appropriately						

Planned Skill Development:

Productivity/Quality

Competency	5	4	3	2	1	NA
Completes assigned tasks in a timely manner						
Organizes assignments well						
Makes effective use of time and resources						
Has necessary tools and supplies on hand to complete duties						
Completes assignments to departmental standards						

Planned Skill Development:

Dependability

Competency	5	4	3	2	1	NA
Meets attendance standards						
Meets punctuality standards						
Complies with departmental/University policies						

Planned Skill Development:

Initiative

Competency	5	4	3	2	1	NA
Suggests ways to improve operations						
Willingly accepts new assignments						
Adapts to changes in procedures and processes						
Reports problems and special conditions to supervisor/work order desk						
Takes action in the absence of detailed instructions						

Planned Skill Development:

Safety

Competency	5	4	3	2	1	NA
Complies with department/University safety policies/standards						
Is concerned with the safety of self and others						
Wears appropriate attire for working conditions						

Planned Skill Development:

Interpersonal Skills						
Competency	**5**	**4**	**3**	**2**	**1**	**NA**
Cooperates with others to achieve common objectives						
Interacts with others with tact and courtesy						
Accepts constructive criticism and instruction in a cooperative manner						
Demonstrates commitment to Loyola's vision, mission and core values						

Planned Skill Development:

Equipment and Supplies						
Competency	**5**	**4**	**3**	**2**	**1**	**NA**
Properly cares for and maintains equipment/tools/machinery as well as work areas						
Keeps supervisor informed concerning adequacy of supplies and equipment						
Avoids waste and misuse of supplies						
Arrives to work in full uniform						

Planned Skill Development:

Lead Position						
Competency	**5**	**4**	**3**	**2**	**1**	**NA**
Effectively oversees assigned work and progress of others						
Assists employees with solving routine problems						
Maintains proper workflow						
Distributes workload equitably						
Effectively manages and rates the performance of others						

Planned Skill Development:

OVERALL EVALUATION SCORE	***5***	***4***	***3***	***2***	***1***

Instructions for Development Plans

Describe the areas that need to be improved or describe suggestions for developing and reinforcing strengths in the Development Plan section. A Development Plan is required of any areas with a score of less than "3". Contact Human Resources to learn about available training courses/programs.

Title and Development Plan

Comments

This section is for optional employee comments. The supervisor must respond to the employee comments in the supervisor comments section.

Employee Comments:

Supervisor Comments:

Signatures

My supervisor has reviewed this document with me. My signature indicates that I have reviewed this appraisal, but does not imply my agreement or disagreement with this appraisal.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____

Next Level Supervisor: _____ Date: _____

Please return the completed form to the human resources office. Thank you.