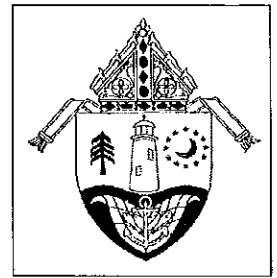


Catholic Diocese of Biloxi
DEPARTMENT OF EDUCATION
Biloxi, Mississippi
Custodian Professional Growth Report



Name _____ Date _____

Department _____ Job Title _____

RATING SCALE

(C) Commendable

(A) Acceptable

(I) Improvement Recommended

WORK PERFORMANCE

- _____ 1. Keeps work area organized and presentable
- _____ 2. Completes work efficiently
- _____ 3. Sets high personal standards for quality of work produced
- _____ 4. Regularly inspects facilities to determine where repairs, extra cleaning, etc. are needed
- _____ 5. Maintains building and/or grounds in a safe, healthful, workable condition
- _____ 6. Operates equipment safely and properly
- _____ 7. Strives to economize with materials, time, and labor

DEPENDABILITY

- _____ 1. Complies with rules and objectives of the school, parish, and diocese
- _____ 2. Willing to accept responsibility
- _____ 3. Flexible and resourceful in meeting new challenges
- _____ 4. Can be relied upon to handle other than regular tasks when asked
- _____ 5. Reacts calmly in emergencies and stressful situations
- _____ 6. Willing to upgrade personal work skills
- _____ 7. Avoids unnecessary absence from work

RELATIONSHIPS

- _____ 1. Works well with other staff members
- _____ 2. Maintains good relations with students
- _____ 3. Maintains good relations with parishioners/public
- _____ 4. Projects a positive attitude about the school, the parish, the job, and those involved in each
- _____ 5. Confers with administrator or other appropriate person when needed for problem-solving, requests, and suggestions, rather than gossip, criticism, etc.
- _____ 6. Respects others and expects to be respected in the same way
- _____ 7. Avoids excessive socializing while on the job

PERSONAL HABITS AND QUALITIES

- _____ 1. Punctual in arriving and leaving work
- _____ 2. Approaches work enthusiastically
- _____ 3. Dresses appropriately for the work to be done
- _____ 4. Accepts constructive criticism gracefully
- _____ 5. Cheerful; good sense of humor
- _____ 6. Skills adequate for work to be performed
- _____ 7. Uses the Gospel as the basis for decision-making