

Orange County Head Start, Inc.

**60-Day Performance Appraisal**  
**(Custodian, Food Service Assistant, Transportation Assistant and Cook)**

Employee Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
 Employee's Title: \_\_\_\_\_ Date: \_\_\_\_\_

| Area of Performance               | Content: Please check the box where the number best matches your rating of the employee.                     | E | M | L | IN |
|-----------------------------------|--|---|---|---|----|
| <b>Attendance</b>                 | 1. Can be counted on to be in everyday the program is open.  |   |   |   |    |
|                                   | 2. Can be counted on to be on time at the beginning of the day and after break periods.                      |   |   |   |    |
| <b>Knowledge</b>                  | 3. Work reflects an understanding of the position held.  |   |   |   |    |
|                                   | 4. Work reflects and understanding of company policies and procedures.                                       |   |   |   |    |
|                                   | 5. Work reflects knowledge of diverse and appropriate activities to carry-out job duties.                    |   |   |   |    |
| <b>Work Habits</b>                | 6. Organizes work effectively, and completes plans within a schedule and on time.                            |   |   |   |    |
|                                   | 7. Plans ahead for materials and supplies.   |   |   |   |    |
|                                   | 8. Uses tools efficiently & uses the right tools for the job activity.                                       |   |   |   |    |
|                                   | 9. Performs work without creating an imposition on others for time and/ or space.                            |   |   |   |    |
|                                   | 10. Completes required forms promptly and consistently.  |   |   |   |    |
| <b>Interactions with Others</b>   | 11. Is able to carry on a productive conversation with another adult, uses language clearly and effectively. |   |   |   |    |
|                                   | 12. Explains things adequately.  |   |   |   |    |
|                                   | 13. Uses a calm and friendly tone of voice.  |   |   |   |    |
|                                   | 14. Retains good self-control in difficult situations  |   |   |   |    |
|                                   | 15. Responds well to supervision and interpret criticism constructively.                                     |   |   |   |    |
|                                   | 16. Maintains confidence and does not discuss the affairs or abilities of others indiscriminately.           |   |   |   |    |
| <b>Reciprocity &amp; Teamwork</b> | 17. Is dependable and gets work done without prompting by others.  |   |   |   |    |
|                                   | 18. Does fair share of work as an individual and as a member of a team.                                      |   |   |   |    |
|                                   | 19. Will do fair share of "dirty/messy" tasks to keep things running smoothly.                               |   |   |   |    |
|                                   | 20. Is helpful to others without asking; anticipates what needs to be done and does it.                      |   |   |   |    |

**LEGEND:**

- E = Exceeds**
- M = Meets**
- L = Learning**
- IN = Improvement Needed**

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|---------------------------------------|--|---|---|---|----|
| <b>Judgment &amp; Decision-making</b> | 21. Thinks carefully before he/she acts or speaks in heated situations.                  |   |   |   |    |
|                                       | 22. Considers safety first when making decisions.  |   |   |   |    |
|                                       | 23. Acts quickly and effectively to reduce stress and confusion in difficult situations. |   |   |   |    |
|                                       | 24. Considers all sides to a problem before passing judgment on others.                  |   |   |   |    |
| <b>Images &amp; Appearance</b>        | 25. Is neat, clean, and professionally dressed every day.                                |   |   |   |    |
|                                       | 26. Displays appropriate and professional behavior.                                      |   |   |   |    |
|                                       | 27. Restricts "off-duty" behavior to staff lounge and/or private areas.                  |   |   |   |    |

**Overall Performance Evaluation**

\_\_\_\_\_ Exceeds      \_\_\_\_\_ Meets      \_\_\_\_\_ Learning      \_\_\_\_\_ Improvement Needed

Comments: Please write any comments that might explain your ratings or add to our understanding of your assessment of this employee.

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*This is a confidential document. Please complete it promptly and turn it in to Human Resources Department.*

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_