

**SECURITY GUARD
Summative Appraisal Form**

Name _____

Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

Student Management

- ____1. Monitors student behavior and enforces school rules related to student conduct, vehicle operation, and parking.
- ____2. Resolves conflict or confrontation between students and reports disturbances to principal or assistant principal.
- ____3. Controls traffic and parking on campus grounds.

COMMENTS: _____

Security and Parking

- ____4. Registers student vehicles and maintains accurate records of registration.
- ____5. Works cooperatively with office personnel to inform students of problems with vehicles (i.e., improperly parked, lights on, etc.).
- ____6. Assists law enforcement personnel as needed.

____7. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.

____8. Gives directions or acts as a guide to authorized visitors.

COMMENTS: _____

Communication

____9. Reports all legal infractions to supervisor.

COMMENTS: _____

Other

____10. Performs other duties assigned by supervisor.

____11. Maintains confidentiality of information.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

