

**WAREHOUSE WORKER
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

Receiving

- ____ 1. Verifies accuracy of shipments by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on freight bills or packing slip and purchase orders; records any discrepancies or damage.
- ____ 2. Opens crates and other containers using hand tools to unpack items received. Inspects shipments for damage and defects.

COMMENTS: _____

Inventory

- ____ 3. Moves inventory to various locations manually and by operating mechanical equipment, including fork lift, pallet jack, or handcart. Sort and store items according to established procedures. Read and fill requisitions for stock items. Verify accuracy of order pulled.

- ____4. Maintains computerized inventory records, takes physical count periodically, and checks against inventory control totals using computer printouts provided under the supervision of the Shipping and Receiving Supervisor and the Inventory and Material Control Supervisor.
- ____5. Inspects, counts and records applicable data for all classroom & office and/or custodial warehouse stock merchandise; affixes warehouse control number to merchandise.
- ____6. Drives truck to various locations to deliver materials. Loads and unloads delivery truck by hand or by use of hand truck. Obtains authorized signature for supplies requested.

COMMENTS: _____

Safety

- ____7. Follows established safety procedures and techniques to perform job duties including lifting, carrying, locking bed of delivery trucks at all times, etc. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.
- ____8. Follows established hazardous chemical (Material Safety Data) guidelines and requirements; reports any accidents or injury to the supervisor.
- ____9. Reports needed repairs on vehicles and equipment by following established inspection procedures.

COMMENTS: _____

Other

- ____10. Responsible for maintaining a clean work area within all warehouse locations and keeps inside area of all vehicles clean and free of debris.
- ____11. Keeps informed of and complies with district policies and regulations concerning primary job functions, working hours and district warehouse calendar.
- ____12. Maintains a professional code of ethics and performs other duties as assigned.

COMMENTS: _____

What strengths do _____possess?

