

**JOURNEYMAN ELECTRICIAN
Summative Appraisal Form**

Name _____

School 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

Maintenance and Repair

- ____ 1. Installs and repairs wiring, electrical fixtures, power equipment, and components of machinery and equipment following electrical code, manuals, specifications, schematics, and blueprints.
- ____ 2. Installs and repairs control and distribution apparatus, including motors, relays, switches, thermostats, circuit-breaker panels, etc.
- ____ 3. Installs and connects power supply wiring, cables, conduit, and electrical apparatus for machines and equipment in new and existing facilities following diagrams, schematics, or blueprints.
- ____ 4. Diagnoses and resolves problems in electrical circuits, systems, and equipment using testing instruments and equipment.
- ____ 5. Tests continuity of circuits to ensure compatibility and safety of components using testing instruments.
- ____ 6. Measures, cuts, bends, threads, assembles, and installs electrical conduit using rulers, measuring devices, hand tools, pipe threader, and conduit bender.
- ____ 7. Repairs or recommends replacement of electrical appliances, including commercial ovens, ranges, steam tables, washers, dryers, etc.

- ____8. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- ____9. Maintains inventory of district-owned tools, equipment, and materials.
- ____10. Selects material and hardware and makes time and materials estimates.
- ____11. Receives and completes work orders as required by Maintenance Department policies and procedures.
- ____12. Inspects jobs upon completion and ensures areas are clean.
- ____13. Works with building principals and supervisors to complete projects.
- ____14. Detects needed repairs on buildings, grounds, and equipment following established inspection procedures.
- ____15. Responds to emergency calls as needed.

COMMENTS: _____

Driving

- ____16. Operates light truck to transport furniture and equipment throughout district.

COMMENTS: _____

Safety

- ____17. Instructs assigned personnel on proper and safe use of tools and equipment.
- ____18. Operates tools, equipment, and machinery according to prescribed safety procedures.
- ____19. Follows established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- ____20. Ensures that vehicles, equipment, and tools are in safe operating condition.
- ____21. Inspects and adjusts tools and equipment for safety and efficiency.
- ____22. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

COMMENTS: _____

Other

- ____23. Follows and abides by School Board and Maintenance Department policies and procedures.

____24. Performs other duties as assigned by supervisor.

____25. 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:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

____ Renewal and/or Extension of Assignment

____ Non-renewal of Assignment

____ Termination of Assignment

____ Non-extension of Assignment

Administrator (Print Name)

Date

Administrator (Signature)

Date

Employee's Signature

Date