

**WAREHOUSE WORKER - LEAD  
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**

- \_\_\_\_1. Coordinates district-wide warehouse receipts and distribution of inventory, to include but, not limited to, computers, capital outlay items, custodial supplies, athletic equipment, office and instructional supplies, food service, maintenance supplies, and other inventory in the warehouse to various locations throughout the District.
- \_\_\_\_2. Oversees and participates in the rotation of inventory stock and annual inventory; perform audits as needed to verify the accuracy of receipts and distributions.
- \_\_\_\_3. Responsible for Warehouse vehicle inventory, materials, tools and equipment, to include the use of safe operational procedures; schedule required maintenance.
- \_\_\_\_4. Makes routine decisions under general supervision in accordance with established priorities and policies; refers major decisions to supervisor.
- \_\_\_\_5. Tracks and maintains a system of records, i.e., route deliveries, distribution. Ensures proper inventory recordkeeping.
- \_\_\_\_6. Educates personnel on the safe use of various equipment, tools, and chemicals as needed and other related items related to the function of a Warehouse.
- \_\_\_\_7. Keeps warehouse area clean and organized to avoid hazardous conditions; reports unsafe conditions to supervisor. Assists with monitoring the necessary security within the warehouse.

\_\_\_\_8. Collects and distributes campus equipment to designated locations.

\_\_\_\_9. Attendance at the work site is required to meet essential functions of the job.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Other**

\_\_\_\_10. Supports the goals of the District/department and follows District policies and procedures.

\_\_\_\_11. Follows established safety procedures and techniques to perform job duties.

\_\_\_\_12. Maintains a professional code of ethics and performs other duties as assigned.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

What strengths do \_\_\_\_\_ possess?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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