

**Victoria Independent School District  
Warehouse Staff Performance Appraisal**

Name \_\_\_\_\_

Evaluation Period \_\_\_\_\_

Position \_\_\_\_\_

Department/Campus \_\_\_\_\_

Evaluator \_\_\_\_\_

Title \_\_\_\_\_

**Rating Scale:**

<b>E</b>	Exceeds expectations	Performance exceeds expectations
<b>P</b>	Proficient	Performance meets expectations
<b>I</b>	Needs improvement	Performance does meet expectations
<b>N/A</b>	Not applicable	Performance is not expected

**Directions:** Use the above descriptors to rate each skill. Determine the overall job performance by reviewing all ratings.

<b>General Skills</b>						
1.	Works cooperatively with others	<b>Employee Evaluator</b>	E E	P P	I I	N/A N/A
2.	Participates in meetings, training and special events	<b>Employee Evaluator</b>	E E	P P	I I	N/A N/A
3.	Follows oral and written instructions from supervisor	<b>Employee Evaluator</b>	E E	P P	I I	N/A N/A
4.	Follows district policies and procedures	<b>Employee Evaluator</b>	E E	P P	I I	N/A N/A
5.	Adapts to new and changing conditions	<b>Employee Evaluator</b>	E E	P P	I I	N/A N/A
6.	Provides safety and security for self and others	<b>Employee Evaluator</b>	E E	P P	I I	N/A N/A
7.	Arrives to and departs from work on time.	<b>Employee Evaluator</b>	E E	P P	I I	N/A N/A
8.	Uses leave appropriately (attendance )	<b>Employee Evaluator</b>	E E	P P	I I	N/A N/A

9.	Demonstrates appropriate job knowledge	<b>Employee Evaluator</b>	<b>E E</b>	<b>P P</b>	<b>I I</b>	<b>N/A N/A</b>
10.	Maintains neat and orderly work area	<b>Employee Evaluator</b>	<b>E E</b>	<b>P P</b>	<b>I I</b>	<b>N/A N/A</b>
11.	Uses, maintains and stores work material properly	<b>Employee Evaluator</b>	<b>E E</b>	<b>P P</b>	<b>I I</b>	<b>N/A N/A</b>
12.	Identifies and responds to problems effectively	<b>Employee Evaluator</b>	<b>E E</b>	<b>P P</b>	<b>I I</b>	<b>N/A N/A</b>
13.	Communicates effectively	<b>Employee Evaluator</b>	<b>E E</b>	<b>P P</b>	<b>I I</b>	<b>N/A N/A</b>
<b>Specialized Skills</b>						
14.	Maintains accounting and control of inventory	<b>Employee Evaluator</b>	<b>E E</b>	<b>P P</b>	<b>I I</b>	<b>N/A N/A</b>
15.	Helps to maintain a safe, clean and hazard-free environment	<b>Employee Evaluator</b>	<b>E E</b>	<b>P P</b>	<b>I I</b>	<b>N/A N/A</b>
16.	Fills and delivers warehouse orders properly	<b>Employee Evaluator</b>	<b>E E</b>	<b>P P</b>	<b>I I</b>	<b>N/A N/A</b>
17.	Follows proper procedures for receiving and storing inventory	<b>Employee Evaluator</b>	<b>E E</b>	<b>P P</b>	<b>I I</b>	<b>N/A N/A</b>
18.	Provides effective training and supervision of assigned employees	<b>Employee Evaluator</b>	<b>E E</b>	<b>P P</b>	<b>I I</b>	<b>N/A N/A</b>
<b>Performance goals</b>						
<b>General comments</b>						
<b>Employee comments</b>						
<b>Overall performance rating (check one)</b> Exceeds expectations Proficient Needs improvement						
This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.						

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Employee Signature

Date

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Evaluator Signature

Date

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Reviewer's Signature

Date