
PERFORMANCE APPRAISAL FORM: MAINTENANCE FOREMAN

Employee Name: _____

Review Date: _____

Supervisor Name: _____

Evaluate the employee on each performance area, using the following rating scale:

1="Unsatisfactory," 2="Below Expectations," 3="Meets Expectations," 4="Exceeds Expectations," 5="Role Model"

<u>Rating</u>	<u>Performance Area</u>
_____	1) <u>Safety</u> : Performs all job functions safely; complies with all safety policies, procedures, and standards (e.g., PPE, proper lifting, wears seat belt when in a vehicle or equipment); reports all safety-related incidents to supervisor immediately; attends all safety meetings.
_____	2) <u>Results Oriented</u> : Maintains focus on outcomes; is proactive and goal oriented; concentrates on meeting objectives, delivering to the required time, cost, and quality; holds performance as more important than process; completes tasks as defined by production rates.
_____	3) <u>Field Operations Management</u> : Manages all materials at the job site (e.g., preparation, planting, clean-up); handles chemicals (e.g., fertilizer, containers, SDS) properly; monitors irrigation controllers; understands proper pest and weed control methods; completes appropriate paperwork (e.g., timecards, material requests).
_____	4) <u>Horticulture</u> : Pulls weeds, rakes leaves, sweeps sidewalks, and cleans debris; prunes shrubs and low trees; grooms color beds; clears ditches, digs holes, and uses hand tools effectively; cleans canals, drains, and tree wells; plants vegetation correctly; uses burlaps effectively.
_____	5) <u>Job Quality</u> : Understands the relationship between job quality and customer service, satisfaction, and retention; ensures landscape and horticulture quality standards are met for every job.
_____	6) <u>Customer Service</u> : Consistently exceeds customer expectations; keeps customers well-informed, listens to them attentively, and addresses their concerns; enacts a personal approach to customer service.
_____	7) <u>Interpersonal Skills</u> : Treats others with respect, collaboration, and support in such a way that work relationships are improved and morale is increased; is approachable; has effective communication skills.
_____	8) <u>Overall Performance Rating</u>

Supervisor Comments:

Employee Strengths:

1) _____

2) _____

3) _____

Areas for Improvement:

1) _____

2) _____

3) _____

Goals:

1) _____ By: _____

2) _____ By: _____

3) _____ By: _____

Employee Signature: _____

Supervisor Signature: _____