

Security Guard Evaluation Form

Employee: _____

Date: _____

School/Facility: _____

	Satisfactory	Improvement Needed	Unsatisfactory	N/A
MISD policies followed.				
Attendance/Punctuality				
Communication Skills				
Staff Relationship				
Appearance				
Professional Judgment				
Contributes to a Positive Work Environment				
Exhibits a Service Oriented Attitude				
Courteous				
Requires Minimal Supervision				
Responds Well to Supervision				
Assists Administration as Requested				

Check any that apply to assigned job description:

- _____ In-school mail delivery
- _____ Updating marquee
- _____ Active patrolling of assigned areas
- _____ Code Red and emergency responsibilities
- _____ Power washing exterior areas
- _____ Locker combination updating

Comments:

Employee Signature **Date** **Supervisor Signature** **Date**

Please forward copy to Administrative Officer – Operations/Risk Management, L. A. Berry Support Complex.