TOPAZ AWARDS

Maintenance Technician Score Sheet

Property Name:	

Questionnaire

Questionnaire Scoring Criteria			
Questions	Score Score		
1 – Resident Satisfaction			
2 – Standard of Excellence			
3 – Tools Organized, Inventory			
4 – Goals & Cohesive Team			
5 – Timely & Quality Turnovers			

Questionnaire Scoring Key		
1 Poor	Meets Minimal Expectations	
2 Average	Meets Average Expectations	
3 Good	Meets MOST Exceptions	
4 Excellent	Meets ALL Exceptions	
5 Outstanding	Exceeds Expectations	

Scoring Guidelines: Please read through the questionnaire form for each nominee. Please score each response on a scale of 1 to 5 with 1 being the lowest (poor) and 5 being the highest (outstanding). 25 points are possible. This will be 50% of the total score. The other 50% will be from the interview.

Please no half or partial points. Be consistent in your scoring for all nominees.

Total Maintenance Technician Scoring:

QUESTIONNAIRE	INTERVIEW
25 points possible	30 points possible
Formula	Formula
Score/25 =	Score/30 =
Sample Score 18/25 = .72	Sample Score 24/30 = .8
TOTAL SCORE	Questionnaire of .72 + Interview of .8 = 1.52