

Haysville USD #261
Employee Performance Review
Assistant Director of Information Services

EMPLOYEE INFORMATION

Employee Name

Location

Job Classification

Evaluator Name

REVIEW GUIDELINES

Directions:

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

Complete this Employee Evaluation using the following scale:

Outstanding – Performance is so successful at this element of your job that special note should be made.

Very Good – Performance at this level is consistently better than average.

Satisfactory – Performance is at or above the standards required.

Marginal – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

Unsatisfactory – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Assist the Director of Information Services with all technical and administrative tasks as assigned for the purpose of maintaining continuity in the absence of the Director of Information Services.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Configure and deploy Windows Server, Active Directory, Virus Protection, and Data at Rest Protection

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Install, manage and maintain the district's Windows virtual servers.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Perform backup and restore procedures for the district's Windows virtual servers.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

5. Maintain Windows Active Directory and Group Policy.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

6. Perform system monitoring of all hardware, server resources, systems, and key processes.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

7. Verify completion of scheduled jobs such as backups.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

8. Periodically deploy/patch software to employee devices.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

9. Investigate and troubleshoot IT issues.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

10. Ensure security, performance, and analyze diagnostics on all IT assets.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

11. Repair and recover from hardware or software failures.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

12. Create and maintain server documentation, procedures, and diagrams.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

13. Implement best practices while growing and learning about the latest technologies.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

14. Consult with users and evaluate requirements, recommend designs and layouts, provide cost analyses, plan short, medium, and long range projects, and coordinate tasks for installation of technologies for the purpose of providing secure, cost effective information systems tailored to the users' needs.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

15. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

16. Help setup, support, and maintain all network protocols for the purpose of making sure all the information systems communicate correctly.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

16. Analyze and resolve technical problems for established technologies for the purpose of keeping maximum up-time.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

COMMENTS AND SIGNATURES

Evaluator Comments:

Employee Comments: _____

I have discussed this performance evaluation with the employee.

Evaluator's Signature

Date

I have reviewed this performance evaluation.

Administrator's Signature

Date

I have read this evaluation of my performance and discussed it with my evaluator.

Employee's Signature

Date