

Haysville USD #261
Employee Performance Review
PC Specialist

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. Perform advanced maintenance tasks, troubleshoot, and repair of computer systems and peripheral equipment for the purpose of keeping equipment functioning properly.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Disassemble, repair, and maintain all hardware as required to maintain proper functioning.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Test and update computer hardware and software installations for the purpose of keeping technology running efficiently.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Maintain and control adequate quantities of spare parts and additional software to meet system and district requirements.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

5. Recommend, test, and order hardware/software as required to maintain the reliability of district equipment at a high level.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

6. Maintain and adequately control hardware/software licensing and inventories as required by the manufacturer and the district inventory policies.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

7. Provide information and recommendations for new hardware systems and software requirements as well as compatibility issues and resolutions as required by district staff.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

8. Provide required training for new personnel on hardware maintenance and installations, proper software setup and function testing, and basic diagnostic testing procedures.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

9. Provide instruction in procedures for hardware replacement and shipping as well as warranty documentation and proper disposition of obsolete and no repairable hardware.

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

Comments:

10. Ensure all equipment is properly and adequately packaged and transported within and outside property for the purpose of avoiding warranty issues and keeping all equipment functioning.

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

Comments:

11. Address problems and issues at the highest level of support. This includes service that requires extensive technical experience/training to avoid excessive response time, repair time, lack of parts, or any other issue for the purpose of providing excellent customer satisfaction.

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

Comments:

12. Represent the school district in a professional and business-like manner and communicate effectively with staff and students when responding to basic technical question or requests for information for the purpose of providing excellent customer service.

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

Comments:

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

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

Comments:

14. Work as a team member with other technical staff members, to ensure timely response and problem resolution to end users for the purpose of providing excellent customer service.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

15. Install CAT5, cable TV, phone, computer setup, and other miscellaneous wiring as needed with existing or newly constructed facilities to keep projects within budget constraints.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

16. Ensure the information being processed, stored, or accessed by the network maintains confidential for the purpose of ensuring secure data.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

17. Stay current on all production operating systems and basic applications to keep up with the increased demands of Information Technology.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

18. Provide proactive communication and notification to staff of pending or upcoming problems, outages, or other services issues in order to provide courteous and timely service to staff.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

19. Maintain a high level of confidentiality regarding student and staff information if order to remain in compliance with legal requirements and to maintain a professional work environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

20. Perform other duties as assigned for the purpose of ensuring an efficient and effective functioning of the school health program.

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