

**Haysville USD #261**  
**Employee Performance Review**  
**Network Analyst**

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. 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 data networks for the purpose of providing a secure, cost-effective information system tailored to the users' needs.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

Comments:

2. Setup, install, and maintain wireless access points and wireless security for the purpose of providing secure and easy access to the network.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

Comments:

3. 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:**

4. Terminate, install and test fiber optic cabling for the purpose of providing fast secure networks.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

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

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

6. Plan, test, recommend, and implement network, file server, mainframe, and workstation hardware and software for the purpose of providing secure network resources.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

7. Provide network documentation, training, and guidance to computing system clients and programmers for the purpose of keeping the staff informed and trained on current systems.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

8. Serve as technical specialist in network problems and emergencies for the purpose of providing leadership during unscheduled downtime.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

9. Conduct technical research on network upgrades and components to determine feasibility, cost, time required, and compatibility with current system to maintain an upgraded and working information system.

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

**Comments:**

10. Install, upgrade, and configure network printing, directory structures, user access, security, software, and file services for the purpose of allowing users the proper access to the network resources.

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

**Comments:**

11. Establish user profiles, user environments, directories, and security for networks being installed to allow users the proper access to the network resources.

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

**Comments:**

12. Work as a team member with other technical staff, to ensure connectivity and compatibility between systems for the purpose of providing maximum up-time for the network.

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

**Comments:**

13. Work with vendors to resolve complex network problems for the purpose of networking with other information technology professionals.

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

**Comments:**

14. Maintain confidentiality with regard to the information being processed, stored or accessed by the network for the purpose of ensuring data is secure.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

15. Document network problems and resolutions for future reference for the purpose of ensuring that repeat problems can be avoided.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

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

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

17. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**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