

Haysville USD #261
Employee Performance Review
Entry Level PC Technician

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

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Update basic computer hardware and software installations for the purpose of keeping technology running efficiently.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Ensure all equipment is correctly packaged and transported within or outside district property for the purpose of avoiding warranty issues and keeping all equipment functioning.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

4. Escalate problems and issues to a higher level of support. This includes service that exceeds 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:

5. Represent the school district in a professional and business-like manner while assisting and communicating effectively with staff and students when responding to routine technical questions or requests for information for the purpose of providing excellent customer service.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

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

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

7. 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:

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

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

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

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

10. 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:

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

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

12. 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:

13. 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