

**MULTIMEDIA TECHNICIAN
Summative Appraisal Form**

Name _____

Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- | | | |
|----------|------------------------------|--|
| 5 | Clearly Outstanding: | Performance is consistently far superior to what is normally expected. |
| 4 | Exceeds Expectations: | Performance demonstrates increased proficiency and is consistently above expectations. |
| 3 | Meets Expectations: | Performance meets expectations and presents no significant problems. |
| 2 | Below Expectations: | Performance is consistently below expectations and significant problems exist. |
| 1 | Unsatisfactory: | Performance is consistently unacceptable. |
| 0 | Not Applicable | |

JOB PERFORMANCE STATEMENTS

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ____1. Takes pictures for District events, on campus and on location, during the regular work week and after hours.
- ____2. Assists in developing and producing media which may include training and public relation videos for SFDRCISD.
- ____3. Assists in designing web-based projects for the SFDRCISD website.
- ____4. Provides leadership for the technical and creative design, development and delivery of web development and video production projects.
- ____5. Assists in the broadcast of board meetings and live events and record events for new programs or archiving.

Comments: _____

MAJOR RESPONSIBILITIES AND DUTIES

Ability to:

- ____ 6. Plans, organizes and controls assigned projects.
- ____ 7. Develops and maintains cooperative working relationships with staff, user community, and others contacted through job.
- ____ 8. Solves practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- ____ 9. Interprets a variety of instructions furnished in written, oral, diagram, or schedule form.
- ____ 10. Serves as liaison with staff to monitor and ensure control of SPC events and performances.
- ____ 11. Promotes and manages events (not performances), conferences, functions etc; liaising with external hirers, in-house staff and coordinating all activity relating to the events.
- ____ 12. Oversees events for other departments (i.e. press nights, campus events etc.).
- ____ 13. Collaborates on establishing a sound design for district events.

Comments: _____

Safety

- ____ 14. Operates tools and equipment according to prescribed safety procedures.
- ____ 15. Follows established safety procedures and techniques to perform job duties, including lifting, climbing and carrying.
- ____ 16. Corrects unsafe conditions in the work area and reports any conditions that are not correctable to the supervisor immediately.

Comments: _____

Other

- ____ 17. Performs other duties assigned by supervisor.
- ____ 18. Maintains confidentiality of information.
- ____ 19. Reports to work on time, dependable
- ____ 20. Self-motivated, stays on task

Comments: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

- Renewal and/or Extension of Assignment
- Non-renewal of Assignment
- Termination of Assignment
- Non-extension of Assignment

Administrator (Print Name)	Date
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Administrator (Signature)	Date
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Employee's Signature	Date
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