

**NETWORK SPECIALIST
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

Installation

- _____ 1. Installs and upgrade computers and peripherals throughout the district.
- _____ 2. Installs network cabling and network peripherals throughout the district.
- _____ 3. Monitors network activity and trouble shoot system issues
- _____ 4. Configures network equipment (routers, hubs, etc...)
- _____ 5. Analyzes network security
- _____ 6. Relocates computer hardware, peripherals, and equipment as needed.
- _____ 7. Installs and configures software as needed.
- _____ 8. Assists with the installation, maintenance, troubleshooting, and repairs of data communications circuits and equipment.

COMMENTS: _____

Equipment Repair and Maintenance

- ____ 9. Diagnoses and repairs equipment, including printers, terminals, and personal computers.
- ____ 10. Services equipment according to established preventive maintenance schedule.
- ____ 11. Maintains accurate updated records of preventive maintenance.
- ____ 12. Maintains accurate records of time and materials required to perform repairs and service.

COMMENTS: _____

Safety

- ____ 13. Operates tools and equipment according to prescribed safety procedures.
- ____ 14. Follows established safety procedures and techniques to perform job duties, including lifting, climbing and carrying.
- ____ 15. Corrects unsafe conditions in the work area and reports any conditions that are not correctable to the supervisor immediately.
- ____ 16. Responds to after-hours emergencies as needed.

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

Administrator (Signature)

Date

Employee's Signature

Date