

**COMPUTER 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

Installation

- ____ 1. Installs and upgrades computers and peripherals throughout the district.
- ____ 2. Installs network cabling and network peripherals throughout the district.
- ____ 3. Relocates computer hardware, peripherals, and equipment as needed.
- ____ 4. Installs and configures software as needed.
- ____ 5. Assists with the installation, maintenance, troubleshooting, and repair of data communications circuits and equipment.

COMMENTS: _____

Equipment Repair and Maintenance

- ____ 6. Diagnoses and repairs equipment, including printers, terminals, and other district devices.
- ____ 7. Services equipment according to established preventive maintenance schedule.
- ____ 8. Maintains accurate updated records of preventive maintenance.

____ 9. Maintains accurate records of time and materials required to perform repairs and service.

COMMENTS: _____

Safety

____ 10. Operates tools and equipment according to prescribed safety procedures.

____ 11. Follows established safety procedures and techniques to perform job duties, including lifting, climbing and carrying.

____ 12. Corrects unsafe conditions in the work area and reports any conditions that are not correctable to the supervisor immediately.

COMMENTS: _____

Other

____ 13. Assists Help Desk as needed

____ 14. Performs other duties assigned by supervisor.

____ 15. Maintains confidentiality of information.

____ 16. Reports for work on time, dependable

____ 17. Self-motivated, stays on task

____ 18. Exercises sound judgement in using leave (during testing, planned projects, unforeseen emergencies, etc.)

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