

Performance Appraisal Worksheet

Computer Technician: On-Site (Computer FS Onsite Tech)

Employee: _____ Employee Number: _____

Supervisor: _____

Evaluator: _____

Appraisal Date: _____ Last Appraisal Date: _____

Purpose of Evaluation:

Functions Rating Scale:

- 1 Unsatisfactory - Performance on this element of your job is well below expected standards and there is question whether there is potential and/or willingness to meet the minimum standards set.
- 2 Marginal - Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and willingness to improve.
- 3 Satisfactory - Performance is at or above the standards required.
- 4 Very Good - Performance in this area is consistently better than required standards.
- 5 Outstanding - Performance is so successful at this element of your job that special note should be made.

Functions:

Administers district policies regarding use of computers and data access (e.g. updating virus software, set passwords, etc.) for the purpose of ensuring compliance with district policy and departmental guidelines.

Rating	Comments
<input type="checkbox"/>	<input type="text"/>

Develops user job aids and on-line library of supplemental instructions for the purpose of enhancing staff ability to utilize computer software applications.

Rating	Comments
<input type="checkbox"/>	<input type="text"/>

Installs MAC and PC servers, print drivers, scanners, etc. for the purpose of ensuring availability for use by District personnel.

Rating	Comments
<input type="checkbox"/>	<input type="text"/>

Interacts with the District network for the purpose of installing, configuring and troubleshooting work stations.

Rating	Comments
<input type="checkbox"/>	<input type="text"/>

Maintains a variety of manual and electronic files and/or records (e.g. permission levels, network identification, security access, licenses, work logs, etc.) for the purpose of documenting activities, providing reference and audit trails.

Rating	Comments
<input type="checkbox"/>	<input type="text"/>