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 personal computers.

_____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.

_____13. Responds to after-hours emergencies as needed.

COMMENTS: _____

_____

Other

_____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

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