

EMP NAME:		EMP ID:		SECTION A Any checks indicated in <i>Needs to Improve</i> and/or <i>Unsatisfactory</i> must be explained in Section E.	OUTSTANDING	COMPETENT / MEETS STANDARDS	NEEDS IMPROVEMENT	UNSATISFACTORY	DOES NOT APPLY
JOB TITLE:		DATE DUE:							
SITE / DEPT:		☐ 3rd Month ☐ 5th Month ☐ Annual / Perm ☐ Unscheduled							
GENERAL SKILLS									
1	Complies with policies, regulations, and procedures.				n/a	☐	☐	☐	☐
2	Maintains a good attendance record.				n/a	☐	☐	☐	☐
3	Observes time/work schedules.				n/a	☐	☐	☐	☐
4	Presents an appropriate appearance.				n/a	☐	☐	☐	☐
5	Uses materials/equipment safely and economically.				☐	☐	☐	☐	☐
6	Plans, organizes, and prioritizes work effectively.				☐	☐	☐	☐	☐
7	Relates respectfully and courteously to students.				☐	☐	☐	☐	☐
8	Responds to the needs of community/parents/staff in a professional manner.				☐	☐	☐	☐	☐
9	Works courteously and relates effectively with fellow employees.				☐	☐	☐	☐	☐
10	Exhibits ability to work independently.				☐	☐	☐	☐	☐
11	Accepts change and demonstrates flexibility.				☐	☐	☐	☐	☐
12	Completes satisfactory volume of quality work within a reasonable time frame.				☐	☐	☐	☐	☐
13	Demonstrates ability to make independent judgments.				☐	☐	☐	☐	☐
14	Willingly accepts suggestions/directions.				☐	☐	☐	☐	☐
15	Shows interest in self-improvement.				☐	☐	☐	☐	☐
16	Understands department/school objectives and works to achieve them.				☐	☐	☐	☐	☐
17	Keeps lines of communication open between self and supervisor.				☐	☐	☐	☐	☐
ADDITIONAL FACTORS FOR COMPUTER NETWORK TECHNICIAN									
18	Ability to install, configure, operate, repair, maintain, troubleshoot, and diagnose computer hardware, peripheral equipment, and software for PC and Macintosh.				☐	☐	☐	☐	☐
19	Ability to work with network technologies.				☐	☐	☐	☐	☐
20	Perform routine inspection and maintenance on computer and network hardware, components, monitors, drivers, printers, and other peripherals including file service configurations, installation, maintenance, and diagnostics.				☐	☐	☐	☐	☐
21	Train and assist staff in the operation of computer hardware and educational software.				☐	☐	☐	☐	☐
22	Download service patches and other appropriate software from the internet, install as necessary.				☐	☐	☐	☐	☐
23	Install new software and establish access rights and security.				☐	☐	☐	☐	☐
24	Troubleshoot network cabling projects and basic network equipment installation such as wiring, conduit, jacks, wall boxes, punch blocks, transceivers, hubs, switches, file services, and network interface cards.				☐	☐	☐	☐	☐

SUMMARY EVALUATION: Check OVERALL performance

☐ Outstanding
 ☐ Competent / Meets Standards
 ☐ Needs to Improve
 ☐ Unsatisfactory

It be forwarded to the employee's Personnel File for ten (10) working days after receipt of his/her copy.

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SECTION B: Record job STRENGTHS and superior performance.

SECTION C: Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance for personal or job qualification.

SECTION D: Record specific GOALS OR IMPROVEMENT PROGRAMS to be undertaken during the next evaluation period.

SECTION E: Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. *Explain checks in Column D.*

ADDITIONAL COMMENTS:

EMPLOYEE:

I certify that this report has been discussed with me.
I understand that my signature does not necessarily
indicate agreement.

Signature: _____

Date: _____

EVALUATER:

Signature: _____

Print Name: _____

Title: _____

Date: _____

FOR 5TH MONTH EVALUATION

☐ I DO ☐ I DO NOT

recommend this employee be
granted permanent status.