

CAJON VALLEY UNION SCHOOL DISTRICT

(Use ink or typewriter for final markings)

|   |  |  |  |  |   |  |   |  |  |  |  |
|---|--|--|--|--|---|--|---|--|--|--|--|
| Employee Name:  |  |  |  |  | Site/Department   |  |   |  |  |  |  |
| Job Title:  |  |  |  |  | <input type="checkbox"/> Permanent<br><input type="checkbox"/> Probationary |  |   | If unscheduled report check here <input type="checkbox"/>          |  | Due Date:  |  |
| SECTION A: Checks in column D must be explained in column E.  |  |  |  |  | A<br>O<br>U<br>T<br>S<br>T<br>A<br>N<br>D<br>I<br>N<br>G                    | B<br>C<br>M<br>O<br>E<br>M<br>E<br>P<br>E<br>T<br>S<br>E<br>T<br>S<br>E<br>N<br>S<br>I<br>T<br>I<br>V<br>E<br>N<br>E<br>S<br>S<br>I<br>T<br>I<br>V<br>E<br>N<br>E<br>S<br>S<br>I<br>T<br>I<br>V<br>E | C<br>N<br>E<br>E<br>D<br>S<br>O<br>F<br>A<br>C<br>T<br>O<br>R<br>S<br>O<br>F<br>I<br>M<br>P<br>R<br>O<br>V<br>E | D<br>U<br>N<br>D<br>E<br>R<br>S<br>T<br>A<br>N<br>D<br>I<br>N<br>G | E<br>S<br>T<br>I<br>M<br>A<br>T<br>E<br>D<br>P<br>E<br>R<br>F<br>O<br>R<br>M<br>A<br>N<br>C<br>E | SECTION B: <u>Record job STRENGTHS and superior performance.</u>   |  |
|   |  |  |  |  |   |  |   |  |  | SECTION C: <u>Record PROGRESS ACHIEVED</u> in attaining previously set goals for improved work performance for personal or job qualifications. |  |
| GENERAL SKILLS  |  |  |  |  |   |  |   |  |  |  |  |
| 1. Complies with policies, regulations, and procedures.   |  |  |  |  |   |  |   |  |  |  | SECTION D: <u>Record specific GOALS OR IMPROVEMENT PROGRAMS</u> to be undertaken during the next evaluation period.  |
| 2. Maintains a good attendance record.  |  |  |  |  |   |  |   |  |  |  |  |
| 3. Observes time/work schedules.  |  |  |  |  |   |  |   |  |  |  |  |
| 4. Presents an appropriate appearance.  |  |  |  |  |   |  |   |  |  |  |  |
| 5. Uses materials/equipment safely and economically.  |  |  |  |  |   |  |   |  |  |  |  |
| 6. Plans, organizes, and prioritizes work effectively.  |  |  |  |  |   |  |   |  |  |  |  |
| 7. Relates respectfully and courteously to students.  |  |  |  |  |   |  |   |  |  |  |  |
| 8. Responds to needs of community/parents in a professional manner.   |  |  |  |  |   |  |   |  |  |  | SECTION E: <u>Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. Explain checks in Column D.</u>   |
| 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 an interest in self-improvement.  |  |  |  |  |   |  |   |  |  |  | SUMMARY EVALUATION - Check overall performance*<br><input type="checkbox"/> Outstanding <span style="float:right;"><input type="checkbox"/> Needs to Improve</span><br><input type="checkbox"/> Competent/Meets Standards <span style="float:right;"><input type="checkbox"/> Unsatisfactory</span><br><br>*An overall rating below "Competent/Meets Standards" will NOT be forward to employee's Personnel File for TEN working days after receipt of his/her copy. |
| 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  |  |  |  |  |   |  |   |  |  |  | RATER: ( ) I DO ( ) I DO NOT recommend this employee be granted permanent status.<br><br>Signature: _____ Title: _____ Date: _____   |
| 18. Ability to install, configure, operate, repair, maintain, troubleshoot, and diagnose computer hardware, peripheral equipment, and software for both PC's and Macintosh..  |  |  |  |  |   |  |   |  |  |  | REVIEWER: (If none, so indicate)<br><br>Signature: _____ Title: _____ Date: _____  |
| 19. Ability to work with network technologies.  |  |  |  |  |   |  |   |  |  |  | EMPLOYEE: I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.<br><br>Employee's Signature: _____ Date: _____   |
| 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..   |  |  |  |  |   |  |   |  |  |  | COMMENTS:  |
| 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.              |  |  |  |  |   |  |   |  |  |  |  |

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