Schoolcraft Community Schools
Technology Staff Evaluation Form

Employee Name: _____________________    Evaluation date: ________
Position: ____________________________    Evaluator: ________________

Key: I: Ineffective | M: Minimally Effective | E: Effective | H: Highly Effective

Primary Indicators

1. [ ] Attitude Towards Others - The employee displays a willingness to assist others and recognizes their position as a service to the students, staff, administration and community.

Comments:

2. [ ] Attitude Towards Work - The employee is able to adjust to changing conditions and new situations. The employee is flexible and versatile and has the willingness to perform various types of assignments with equal effectiveness.

Comments:

3. [ ] Quality of Work - Individual is able to organize, plan and control own work; keeping on top of work, keeping projects moving toward completeness. Duties are performed in an efficient, complete and timely manner. Neatness, accuracy, completeness and competence are evident. The employee paces himself/herself accordingly and constantly maintains quality standards, i.e. neatness and accuracy, time management (deadlines, self-pacing) and organization.

Comments:

Secondary Indicators

4. [ ] Attendance and Punctuality - Employee is prompt and follows building and department attendance procedures.

Comments:

5. [ ] Appearance - The employee’s general appearance and work area is neat, clean and appropriate to the surroundings in which they work.

Comments:
6. [ ] Judgment/Confidentiality - Employee makes sound decisions and exercises discretion as appropriate given the situation.

Comments:

7. [ ] Initiative - Employee does not wait to be told or asked. The employee anticipates and responds accordingly. Duties are improved automatically because of sensitivity and an awareness of the need for change and improvement. Employee finds solutions to problems regardless of obstacles, is resourceful and uses analytical ability with minimal amount of direction required.

Comments:

8. [ ] Responsibility - The employee has a sense of ownership to perform the job completely and in a timely manner. The employee demonstrates cost conscientiousness, dependability and the ability to follow through and accomplish a task.

Comments:

9. [ ] Knowledge of Work - Employee has the skills, training and experience directly related to the performance of the job description. Regularly updates knowledge of job related concepts and/or skills. All necessary certificates, licenses and/or other requirements are on file and up to date.

Comments:

Departmental Review

1. Technology Duties – Works to maintain district computers, manage accounts, and assist personnel with technical needs

   i. [ ] Routinely updates and trouble shoots district computers to ensure their readiness for use

   ii. [ ] Creates new user network accounts, Google accounts, and updates assigned database accounts as students and personnel enter, leave, or require changes

   iii. [ ] Works with staff and students with hardware and software issues including computers, printing, and other equipment

   iv. [ ] Updates labeling and inventory sheets with new purchases and computer movement

Comments

2. [ ] Task management – Is able to carry through on assigned tasks, providing timely progress updates, and following through on any post-task duties such as reporting, labeling, documentation, and restocking of supplies

Comments
3. [ ] Work orders – Checks work order system, makes notes as necessary, communicates with supervisor and affected parties, and signs off as projects are completed

Comments

**Overall Performance** - Consider the qualities rated on this form and any other qualities the employee may possess which affect his/her contribution to the organization and in the completion of the requirements of the job.

Key: I: Ineffective | M: Minimally Effective | E: Effective | H: Highly Effective

Rating: _______

Strengths: __________________________

Areas for Improvement: __________________________

Specific development plan required? Yes | No

Area of focus __________________________

*By signing this evaluation, the employee agrees to the ratings and required development plan as appropriate.*

Supervisor Signature __________________________ Date ____________

Employee Signature __________________________ Date ____________

*CC Personnel File*