

Classified Employee Self-Evaluation and Supervisor Evaluation

	Technology Assistant	
Employee	Position Title	Date

- 0. Not Applicable or Observed
- 1. Unsatisfactory Performance
- 2. Average Performance

- 3. Expected Performance
- 4. Exceeds Expected Performance

E=Employee
S=Supervisor

E	S	<u>I. Personal Qualities</u>
		Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
		Communicates & works cooperatively with other members of the staff & public.
		Is neat in appearance and dresses appropriately for the position.
		Maintains confidentiality and honesty in performing assigned tasks.
		Functions in a positive attitude where there is pressure, frequent interruptions, & in an atmosphere which may be stressful.

Category Evaluation

	Employee		Supervisor
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E	S	<u>II. General</u>
		Assists staff on the use of district email.
		Assists staff on the use of the Internet for research purposes.
		Troubleshoots problems with desktop software.
		Sets up needed technology & media equipment for staff training.
		Follows all District policies & those contained in the district handbook.

		Other duties as assigned by the Superintendent
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Category Evaluation

	Employee		Supervisor
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E	S	<u>III. Timeliness</u>
		Manages time properly.
		Returns requests for information by the date and time specified.
		Attends all meetings as required; attends in a prompt manner & remains throughout the meeting.
		Arrives on time and work scheduled hours.
		Notifies supervisor in the event of illness.
		Promptly informs the Superintendent of problems that need attention.

Category Evaluation

	Employee		Supervisor
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1. I feel I have shown development and growth in my position because: (list classes taken, work- shops attended, independent study, etc.)

2. Commendations or areas during the last year for which I would like to be recognized are:

3. List areas of participation and/or accomplishment outside the position responsibilities that are job related: (i.e. site councils, committees, task forces, clubs, activities, coaching, etc.) Do not include community or civic activities outside of your job description.

Overall Evaluation

<input type="checkbox"/>	Employee	<input type="checkbox"/>	Supervisor
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Evaluator's Recommendation for:

- Continued Employment
- Plan of Assistance
- Termination

Comments:

Evaluator's Signature

Date

I have read this appraisal of my performance and discussed it with the evaluator.

Employee's Signature

Date

Statement by employee attached. Yes No