PLAINVILLE PUBLIC SCHOOLS
TECHNOLOGY STAFF

PERFORMANCE APPRAISAL FORM

Performance evaluations are intended to measure the extent to which the employee's performance meets the requirements of a particular position and to establish goals for the future. Assign a point in the box corresponding to each factor based on the rating scale.

Performance Factors:

1 – Unsatisfactory: Performance is at a level below established objectives with the result that overall contribution is marginal and substandard. Performance requires a high degree of supervision.

2 – Below Expectations: Meets some of the established objectives and expectations but definite areas exist where achievement is substandard. Performance requires somewhat more than normal degree of direction and supervision.

3 – Meets Expectations: Meets established objectives in a satisfactory and adequate manner. Performance requires normal degree of supervision.

4 – Consistently Exceeds Expectations: Job performance easily exceeds job requirements; describes a level of accomplishments that goes well beyond reasonable but demanding standards of performance, especially in the areas of major responsibilities.

■■■

General Factors:

1. **Quality of Work**
    * Achieves results consistent with job goals and performance responsibilities
    * Produces a final work product that is fully tested, accurate and complete
    * Corrects errors and recognizes inconsistencies in work assigned
    * Organizes and simplifies work to make duties easier to manage
    * Maintains awareness of changes in technical areas and responds to those change

2. **Knowledge**
    * Understands essential job procedures, equipment and/or software programs
    * Effectively utilizes available resources when solving problems
    * Remains up to date on job methods, skills, and techniques through professional development opportunities
    * Understands job functions within the organizational structure and follows the chain of command
    * Applies knowledge so matters are attended to/referred to appropriate person for action

3. **Amount of Work**
    * Provides acceptable amount of work
    * Meets job requirements and procedures acceptable results within established time limits
    * Uses available work time effectively, plans and prioritizes work, sets and accomplishes goals, and completes assignments on schedule

4. **Attendance/Punctuality**
   - Reports to work on time
   - Reports to work regularly
   - Adheres to sick and leave policies
   - Observes prescribed work break/meal periods

5. **Dependability**
   - Follows and carry's out instructions effectively
   - Monitors projects, meets deadlines and exercises follow-through
   - Demonstrates self-discipline and motivation
   - Completes work thoroughly with attention to details, eliminating the need for close review
   - Puts forth extra effort when needed

6. **Adaptability**
   - Adjusts to changes in job assignments, methods, personnel and/or surroundings
   - Meets deadlines
   - Handles several tasks simultaneously
   - Accepts constructive comments and demonstrates improvement
   - Demonstrates flexibility to respond and adjust to fluctuations in the workload or unanticipated schedule changes

7. **Initiative/Resourcefulness**
   - Contributes suggestions and ideas
   - Generates effective ideas, solutions and/or opportunities for improvement
   - Seeks new assignments as time permits
   - Assist others and assumes additional duties when necessary

8. **Judgment/Decision Making**
   - Evaluates various responses to a problem
   - Considers the impact of alternatives
   - Ensures decisions are made and/or referred to the appropriate administrative level
   - Takes responsibility and makes decisions within assigned authority
   - Uses good judgment to arrive at logical conclusions
   - Demonstrates the ability to take time action

9. **Interpersonal Skills**
   - Shows a high degree of cooperation
   - Uses tact to diffuse difficult situations
   - Demonstrates the ability to work for and with others
   - Addresses and resolves conflict/problem situations
   - Develops and maintains a positive relationship with all staff
   - Offers help to others when time permits

10. Communication Skills
- Demonstrates the ability to express ideas clearly
- Responds appropriately and courteously at all times
- Uses appropriate language effectively with coworkers and supervisors
- Provides written updates regularly
- Demonstrates the ability to train others on the use of technology through written documentation and/or informal/formal training opportunities

11. Adherence to Proper Procedures
- Follows school policies and procedures related to safety, security, Internet safety and other regulations
- Recognizes and informs appropriate parties of non-compliance of school policies and procedures
- Completes required training/form in keeping current on school policies and procedures changes

12. Teamwork
- Works effectively and productively as a team member to accomplish the goals of the school district