

**COMMUNITY UNIT SCHOOL DISTRICT 308
TECHNOLOGY SPECIALIST PERFORMANCE EVALUATION**

Employee:

Date of employment:

Building:

Job Title:

Reason for Evaluation: *Annual*

End of probationary period

Other

Ratings: (E) = Exceeds Expectations

(M) = Meets Expectations

(N) = Needs Improvement

(U) = Unsatisfactory

SKILLS:

COMMENTS:

I.	<p>ATTENDANCE Is punctual</p> <p>Maintains acceptable attendance record</p> <p>Observes time requirements of the job</p> <p>Other</p>	
II.	<p>SAFE AND POSITIVE WORKPLACE ENVIRONMENT Contributes to a safe physical, intellectual, and emotional workplace setting</p> <p>Anticipates and takes steps to minimize or resolve conflicts</p> <p>Respects diversity among fellow employees</p> <p>Accepts suggestions</p> <p>Upholds District policy</p> <p>Other</p>	
III.	<p>COMMUNICATION AND COLLABORATION Is dependable and reliable</p> <p>Maintains professional relationship with parents, students, and staff</p> <p>Is cooperative; works well with supervisor and others</p>	

<p>Provides accurate and timely information to coworkers Communicates in an appropriate and professional manner Works well with other members of the department to form an effective team Demonstrates tactfulness with public</p> <p>Maintains confidentiality</p> <p>Other</p>	
<p>IV. INITIATIVE AND PROFESSIONALISM Uses time effectively and efficiently</p> <p>Assists others willingly</p> <p>Works independently</p> <p>Seeks clarification or assistance as needed Is willing to learn new techniques</p> <p>Reacts appropriately to emergencies</p> <p>Demonstrates understanding of assigned duties, responds positively to directions, and uses the District resources appropriately Other</p>	
<p>V. JOB SKILLS Demonstrates knowledge and skills relating to assigned duties and responsibilities Provides quality work products with established timelines Maintains computer hardware and software in labs and classrooms Completes certifications</p>	

V. SUPERVISOR'S COMMENTS:

XII. EMPLOYEE COMMENTS:

XIII. GOALS FOR IMPROVEMENT:

VIII. EMPLOYMENT RECOMMENDATION:

Reemployment Remediation Termination (probationary Employee only)

Employee acknowledgement:

I have reviewed this document and discussed the contents with my supervisor. My signature signifies that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee signature / date

Supervisor signature / date