Technology Employees (Non-Licensed) Performance Evaluation

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Employee Name:			L		_	_	_		_	_	_	_															v	VMS		_ _ wh	iS		ESC		
J	ob	Title:		L		_					_													Revi	iew [†]	Тур	oe:	:							
S	Supervisor:			Annual 6 Month (Initial									Initial	Rev	/iew	·)																			
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		2	Working tow	wa	rd	s m	eeti	ing	the e	expe	ect	tati	ons	for	job	dut	ties	and	res	por	sibil	liti	es a	as d	escr	ibe	ed i	in co	mme	ent	s belo	w.			
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			Highly excee skills and jud					ıtior	ns by	y co	nsi	iste	entl	y pr	odu	ıcin	g qu	uality	y wo	ork	proc	duc	ct a	nd (dem	on	str	rating	gexo	:elle	ent or	gar	nizat	iona	ıl
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Cor	mm	nents:																																	

111.	<u> </u>	ative and Dependability
	5	Highly exceeds expectations by consistently being self-motivated and maintaining excellent attendance.
	4	Moderately exceeds expectations by frequently working independently and maintaining excellent attendance.
	3	Satisfactorily meets expectations by being resourceful and maintaining acceptable attendance.
	2	Working towards meeting the expectations for initiative and dependability as described in the comments below.
	1	Does not meet expectations for initiative/dependability. Improvement plan is described below.
Comr	nents:	
IV.	<u>Tecl</u>	nnical Skills
П	5	Highly exceeds expectations by consistently demonstrating updated computer skills in performing job duties.
	4	Moderately exceeds expectations by frequently demonstrating updated computer skills in performing job duties.
	3	Satisfactorily meets expectations by demonstrating acceptable computer skills.
	2	Working towards meeting the expectations for computer skills as described in the comments below.
	1	Does not meet expectations for computer skills. Improvement plan is described below.
Comr	nents:	
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V.	<u>inte</u>	ractions with District Employees and Public
	5	Highly exceeds expectations by consistently interacting positively and effectively with district employees and the public.
	4	Moderately exceeds expectations by frequently interacting positively and effectively with district employees and the public.
	3	Satisfactorily meets expectations by interacting acceptably with district employees and the public.
	2	Working towards meeting the expectations for working with district employees and the public as described in the comments below.
	1	Does not meet expectations for working with district employees and the public. Improvement plan is described below.
Comr	nents:	

VI.		<u>Intera</u>	actions with Students
	5	Hig	hly exceeds expectations by consistently interacting positively and effectively with students.
	4		derately exceeds expectations by frequently interacting positively and effectively with students.
	3	Sati	sfactorily meets expectations by interacting acceptably with students.
	2	Wo	rking towards meeting the expectations for working with students as described in the comments below.
	1	Doe	es not meet expectations for working with students. Improvement plan is described below.
		Not	applicable. This position does not interact with students.
Cor	nm	nents:	
VII	•	<u>Per</u>	formance Evaluation Summary

VIII. <u>Goals</u>

	Employee and Supervisor should used to determine the attainmen				nents that will be
Goal 1:					
Goal 2:					
	our signature indicates that you hare that this evaluation will be plac		on with your supervisor, ha	ive received a copy c	of this evaluation,
Employee's :	Signature			Date	
	: Please sign, provide a copy of this n the employee's personnel file.	s completed evaluation to t	he employee, and send the	e original to Human l	Resources for
Supervisor's	Signature			Date	

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