

DALHART ISD INSTRUCTIONAL TECHNOLOGIST APPRAISAL FORM

Name _____

Evaluation period _____

Position _____

Department/campus _____

Evaluator _____

Title _____

Rating scale:

E	Exceeds expectations	Performance exceeds expectations
P	Proficient	Performance meets expectations
I	Needs improvement	Performance does not meet expectations
N/A	Not applicable	Performance is not expected

Directions: Use the above descriptors to rate each skill. Determine the overall job performance by reviewing all ratings.

General skills				
1. Works cooperatively with others	E	P	I	N/A
2. Participates in meetings, training, and special events	E	P	I	N/A
3. Follows oral and written instructions from supervisor	E	P	I	N/A
4. Follows district policies and procedures	E	P	I	N/A
5. Provides safety and security for self and others	E	P	I	N/A
6. Completes assignments on time and accurately	E	P	I	N/A
7. Follows attendance and punctuality rules	E	P	I	N/A
8. Demonstrates appropriate job knowledge	E	P	I	N/A
9. Follows Campus chain of command	E	P	I	N/A
10. Uses, maintains, and stores work material properly	E	P	I	N/A

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11. Identifies and responds to problems effectively	E	P	I	N/A
12. Communicates effectively	E	P	I	N/A
Specialized skills				
1. Uses appropriate software programs	E	P	I	N/A
2. Compiles information or data and produces appropriate reports	E	P	I	N/A
3. Maintains confidentiality of information	E	P	I	N/A
4. Maintains data and physical files	E	P	I	N/A
5. Orders and maintains inventory	E	P	I	N/A
6. Offers technical support and training to staff members	E	P	I	N/A
Performance goals				
General comments				
Employee comments				
Overall performance rating (check one)				
<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Proficient <input type="checkbox"/> Needs improvement				

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This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.

Employee signature

Date

Evaluator signature

Date

Reviewer signature

Date