

**VERONA PUBLIC SCHOOLS**  
**IT STAFF PERFORMANCE EVALUATION**  
**2022-23**

**Employee:**  
**Evaluator: Eltion Ballaj**

**Date:**

Performance Area	Beginning (1)	Developin g (2)	Applying (3)	Innovating (4)	NA
Maintain Computer Systems					
On-site LANs					
Troubleshoot					
Maintain Computer Peripherals, Storage Devices and Input/Output Devices					
Maintain Servers					
Maintain Desktop Operating Systems					
Understand Data Communications Principles					
Design & Install the Network					
Maintain & Administer Network Operating Systems					
Establish & Maintain Security Requirements					
Establish & Maintain Web Services					
Administer GAFE & E-mail Access					
Establish & Maintain Backup Requirements					
Establish & Maintain Inventory System					
Diagnose & Resolve Problems					
Make Recommendations on Technology Upgrades					
Technology Staff Development					
Conduct Planning					
Be Familiar with Relevant & Emerging Technology					
Use Effective Communication					
Demonstrate Good Work Habits					
Demonstrate Positive Personal Attributes & Ethical Behavior					
Respect Self & Others					
<b>Overall Evaluation</b>					

Do you recommend this staff member to be rehired? (Check Yes or No)	<b>Yes</b>	<b>No</b>
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Attendance record *(It is the district expectation that all staff members adhere to the 95 percent attendance rate.)*  
Your rate is : \_\_\_\_\_%

**Evaluator Comments:**

\_\_\_\_\_  
**Signature of IT Staff\***

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Evaluator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

*\*Please be advised that your signature indicates that you have received your evaluation and does not mean that you are satisfied with it. If you would like to discuss your evaluation, please set up an appointment with your evaluator.*