

KANSAS JUDICIAL BRANCH Information Technology Performance Evaluation

Effective Date: (mm/dd/yy)	Employee Name:	Employee ID: Job Title:	Grade: Step:
District # and County: /	Dept. ID:	Rating Period: (mm/dd/yy) From:	To:

Review Type: Please check:

Probationary	Movement to step B	Movement to step D
Annual	Movement to step C	Movement to step E
Special		

SECTION I.

Instructions:

1. **Rating Duties:** First, make sure any duties added to your employee's position description are added to this evaluation. Next, mark ONE of the spaces provided for each duty. If your employee does not perform a listed duty, mark the space labeled *Not Applicable*. Mark the space labeled *Unacceptable* if your employee's performance of the duty fails to meet your standards. Mark the space labeled *Needs Improvement* if your employee's performance of the duty somewhat meets your standards but must be improved to fully meet your expectations. Mark the space labeled *Successful* if your employee's performance fully meets your expectations. Mark the space labeled *Beyond Expectations* only if your employee's performance is truly beyond what you would normally expect. This option should be used *only* for exceptional performance.
2. **Rating Categories:** Assign a rating of U for *Unacceptable*, S for *Successful*, or B for *Beyond Expectations* in the space to the left of each major job duty category after the duty ratings have been assigned.
3. **Full Performance Column (For employee on step C only):** Review the full performance definition below and apply it to each of the employee's assigned duties. Mark the space in the full performance column only if the employee is making satisfactory progress toward full performance or has demonstrated full performance of the duty.

Full Performance Definition

The state of possessing and applying knowledge, experience, abilities and personal attributes to perform independently all functions of the employee's position.

Category Rating U = Unacceptable S = Successful B = Beyond Expectations	Performance of this duty is rated:				Full Performance (step C only)
	Not Applicable	Unacceptable *	Needs * Improvement	Successful	
Supervision Duties					
Developing and implementing employee training and development	_____	_____	_____	_____	_____
Evaluating employees	_____	_____	_____	_____	_____
Disciplining employees	_____	_____	_____	_____	_____
Managing employee leave	_____	_____	_____	_____	_____
Providing guidance and information to staff	_____	_____	_____	_____	_____
Developing policies and recommending procedures	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

* Any duties rated *Unacceptable*, *Needs Improvement*, or *Beyond Expectations* require additional documentation in Section II of this form.

Category Rating U = Unacceptable S = Successful B = Beyond Expectations	Performance of this duty is rated:				Full Performance (step C only)
	Not Applicable	Unacceptable *	Needs * Improvement	Successful	
Human Resources and Personnel Duties					
Recruiting and hiring	_____	_____	_____	_____	_____
Managing timesheets	_____	_____	_____	_____	_____
Completing, submitting and maintaining other personnel and payroll documentation	_____	_____	_____	_____	_____
Handling grievances and complaints	_____	_____	_____	_____	_____
Making staffing recommendations (number of personnel, distribution of personnel, etc)	_____	_____	_____	_____	_____
Ensuring staff coverage on a daily basis	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Fiscal and Budget Duties					
Managing temporary position hours	_____	_____	_____	_____	_____
Purchasing	_____	_____	_____	_____	_____
Assisting with preparing grants	_____	_____	_____	_____	_____
Assisting with preparing county budgets	_____	_____	_____	_____	_____
Preparing vouchers on a timely basis	_____	_____	_____	_____	_____
Creating court budget for hardware and software	_____	_____	_____	_____	_____
Evaluating lease and purchase arrangements for systems	_____	_____	_____	_____	_____
Selecting lease and purchase arrangements for systems	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Strategic Planning Duties					
Planning for future technology needs	_____	_____	_____	_____	_____
Planning for future equipment needs	_____	_____	_____	_____	_____
Planning for future training needs	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Programming and Applications Support Duties					
Adhering to programming, design and language standards	_____	_____	_____	_____	_____
Documenting program changes and program flows	_____	_____	_____	_____	_____
Ensuring programs documentation and testing are completed	_____	_____	_____	_____	_____
Enhancing and modifying applications	_____	_____	_____	_____	_____
Implementing design changes	_____	_____	_____	_____	_____
Troubleshooting hardware and vendor software applications	_____	_____	_____	_____	_____
Troubleshooting hardware issues related to software problems	_____	_____	_____	_____	_____
Resolving hardware and software problems	_____	_____	_____	_____	_____
Managing projects	_____	_____	_____	_____	_____
Assisting others in programming and problem solving areas	_____	_____	_____	_____	_____
Working with end users to define program needs	_____	_____	_____	_____	_____
Training end users	_____	_____	_____	_____	_____

Category Rating U = Unacceptable S = Successful B = Beyond Expectations	Performance of this duty is rated:				Full Performance (step C only)
	Not Applicable	Unacceptable *	Needs * Improvement	Successful	
Programming and Applications Support Duties (cont.)					
Coordinating interaction of data processing staff with staff from other offices	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Systems Analysis Duties					
Coordinating hardware and software upgrades	_____	_____	_____	_____	_____
Completing equipment and software needs assessments	_____	_____	_____	_____	_____
Maintaining secure information technology environment	_____	_____	_____	_____	_____
Maintaining disaster recovery system	_____	_____	_____	_____	_____
Interacting with outside agencies, consultants, and vendors	_____	_____	_____	_____	_____
Verifying jobs are completed, tested and properly installed	_____	_____	_____	_____	_____
Ensuring end user satisfaction	_____	_____	_____	_____	_____
Keeping abreast of current technology	_____	_____	_____	_____	_____
Evaluating new technology for court use	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Public Relations Duties					
Serving as information resource to public, court, staff, and OJA	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Technology Duties					
Coordinating technology between departments or courts	_____	_____	_____	_____	_____
Assessing technology needs	_____	_____	_____	_____	_____
Managing technology training	_____	_____	_____	_____	_____
Providing telecommunications support	_____	_____	_____	_____	_____
Maintaining telecommunications systems	_____	_____	_____	_____	_____
Implementing telecommunications software	_____	_____	_____	_____	_____
Tracking maintenance contracts	_____	_____	_____	_____	_____
Monitoring and maintaining information technology security policies	_____	_____	_____	_____	_____
Updating information technology security policies	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

SECTION II.

1. Use the space below to explain your evaluation of any duties on which you rated your employee's performance as *Unacceptable*. Use and attach additional pages if necessary.

2. Use the space below to explain your evaluation of any duties on which you rated your employee's performance as *Needs Improvement*. Use and attach additional pages if necessary.

3. Use the space below to explain your evaluation of any duties on which you rated your employee's performance as *Beyond Expectations*. Use and attach additional pages if necessary.

4. After reviewing the current position description, note any new duties or other changes in the duties you wish the employee to undertake during the next year. These changes should be noted on an updated position description.

5. Goals for the employee during the next review period:

OVERALL PERFORMANCE RATING:

- _____ ***Beyond Expectations*** - Performance far exceeds the normal scope of the job requirements. It represents a level of performance that is rare and unusual. The employee cannot receive a rating of *Beyond Expectations* unless two or more duty categories have been rated as *Beyond Expectations* and none has been rated as *Unacceptable*.
- _____ ***Successful*** - Performance demonstrates competence and skill at one's job.
- _____ ***Unacceptable*** - Performance fails to meet the requirements of the position. An employee may receive a rating of *Unacceptable* if one duty category has been rated *Unacceptable*. The employee must receive a rating of *Unacceptable* if more than one duty category is rated *Unacceptable*.

