

## Evaluation for HRA IT Specialists

Evaluation Period From: \_\_\_\_\_ To: \_\_\_\_\_  
(Minimum of 120 Hours Worked)

Status of IT Specialist:  Full-time  Part-time

Name of Employee: \_\_\_\_\_ HRA Office: \_\_\_\_\_

A. Quality of work – Considered were the accuracy, efficiency, and completeness of your work and dependability of results. Volume of work was not considered.

- Work generally acceptable
- Work seldom needs checking
- Consistently of high quality
- Exceptionally accurate and capable

B. Relationship with others-- Effectiveness in working with supervisors, subordinates, fellow employees and the public. Traits considered were tact, courtesy, self-control and discretion.

- Works well with others
- Very effective in dealing with public and associates
- Stimulates teamwork and good attitude in others
- Exceptional in dealing with public and associates

C. Work habits

Considered was your attitude toward your work, safe and effective use of personnel, materials and equipment, compliance with rules, regulations and supervision.

- Generally acceptable work
- Consistently up to and somewhat above work standards
- Exceptional work habits and attitude toward job
- Seldom requires supervision

D. Job knowledge

Considered was basic knowledge of job; familiarity with other departmental functions related to job; understanding and observance of specific job duties – ability to learn new assigned tasks and acquire necessary skills.

- Has adequate knowledge of duties & needs little additional instruction
- Good knowledge of duties. Well informed
- Occasionally needs direction
- Excellent understanding of job assignments
- Requires very little direction. Extremely capable

E. Attendance and punctuality

