

# EVALUATION OF WORK

---

## LAB GRADS AND SPOT CHECKS

The Microcomputer Lab Department has a number of graduate students who should also be considered “supervisors” to all lab attendants. While many of these graduate students have specific duties assigned to them, others are responsible for checking in to ensure that Lab Attendants show up for shifts and perform their duties as assigned. Lab Grads often submit reports on Lab Attendants to the Head Grad and Microcomputer Lab Manager for review. This feedback is used to reward attendants who consistently perform at or above average and is also used to issue warnings to those who are not performing their duties or are not in attendance during their shift.

Lab Grads will often call the labs to ensure that you are present for your shift and that everything is operating normally. If you have any questions or need anything, please ask. The Lab Grads are here to help you.

## EMPLOYEE EVALUATIONS

A written performance evaluation of each Lab Attendant will be completed at least one time per academic year. The evaluation is completed by the Microcomputer Lab Manager and is based on Lab Attendant performance directly witnessed by the Lab Manager, as well as feedback submitted by the Lab Grads and the Head Graduate Assistant. Performance evaluations are private and are not shared with anyone outside of the Microcomputer Lab Manager and the Lab Attendant being evaluated.

When the written evaluations are completed, the Microcomputer Lab Manager will contact each Lab Attendant to set up a personal meeting to discuss the evaluation. This meeting will likely occur during one of your regular shifts. This meeting is also an opportunity for the Lab Attendant and Lab Manager to discuss ideas and procedures that could help improve the operation of the labs, as well as for the Lab Manager to answer any questions that arise. Please come to this meeting prepared to discuss these items.