

Inventory Support

Technology Services Great 8 Expectations

Description: Inventory is correct, up to date, and kept current with room moves and changes. Inventory Milestones regarding beginning of the year review, yearly audits, and year end completions are completed independently in a timely fashion.

0 Preventative Maintenance

Clearly Outstanding Performance: PAR process is completed weekly.

Exceeds Expectations Performance: PAR process is completed twice a month.

Meets Expectations Performance: PAR process is completed monthly.

Needs Improvement Performance: One PAR report is completed.

Unsatisfactory Performance: PAR reports are not completed.

1 Inventory milestone completion

Clearly Outstanding Performance: Technician independently completes inventory and submits at least two weeks prior to the specified deadline.

Exceeds Expectations Performance: Technician independently completes inventory and submits at least one week prior to the specified deadline.

Meets Expectations Performance: Technician independently completes inventory and meets each completion date of all milestones.

Needs Improvement Performance: Technician independently completes inventory, but does not return results by the specified date.

Unsatisfactory Performance: Requires assistance to complete by the date set forth by the Technology Services.

2 Inventory Equipment Entry

Clearly Outstanding Performance: Items entered, identified correctly, and in the correct location, within one day of receiving.

Exceeds Expectations Performance: Items entered, identified correctly, and in the correct location, within one week.

Meets Expectations Performance: Monitors and is aware of new assets.

Needs Improvement Performance: New assets are not entered correctly into the system.

Unsatisfactory Performance: Requires assistance to add new assets and does not monitor to ensure they are entered.

3 Inventory Maintenance

Clearly Outstanding Performance: Inventory is updated weekly.

Exceeds Expectations Performance: Inventory is updated monthly

Meets Expectations Performance: Maintains inventory equipment.

Needs Improvement Performance: Unable to keep inventory up to date.

Unsatisfactory Performance: Requires assistance to maintain inventory.

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4 Transfer Acknowledgements Completion

Clearly Outstanding Performance: Excellent communication is made with affected staff members regarding potential equipment moves and completed changes. Yearly results in no pending transfers.

Exceeds Expectations Performance: Good communication is made with affected staff members regarding potential equipment moves and completed changes. Yearly results between 1 and 4 pending transfers.

Meets Expectations Performance: Good communication is made with affected staff members regarding potential equipment moves and completed changes. Yearly results between 5 and 8 pending transfers.

Needs Improvement Performance: Poor communication is made with affected staff members regarding potential equipment moves and completed changes. Yearly results between 9 and 15 pending transfers.

Unsatisfactory Performance: Communication is not made with affected staff members regarding potential equipment moves and completed changes. Does not complete pending transfers.