

Evaluation for BLAISE THOMPSON (00718225)

Job Title: ASSOC INSTRUMENT TECH

Supervisor for this evaluation: STEVEN MYERS

Employee Unit: A481500 - L&S/CHEMISTRY/CHEMISTRY

Position Number: 02199006

Evaluation Type: Midpoint Conversation

Evaluation Period: **6/10/2019** through **5/18/2020**

Conversation Date: 5/18/2020

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Responsibilities

These are the key job responsibilities and expectations for this evaluation period. Rating scale: Exemplary, Successful, Developing, Partially Meeting Expectations, Not Meeting Expectations, Unable to Rate/Not Rated.

Job Responsibility	Expectations	Rating	Rating Explanation
Design, develop, and construct a variety of specialized scientific research instrumentation.	Produce specialized scientific research instrumentation that meets the needs of the researchers in a timely and efficient manner.	Exemplary	
Test and troubleshoot instrument prototypes.	Identify and correct problems with instrument prototypes and confirm proper function	Exemplary	
Manage the electronics shop in the Department of Chemistry.	Ensure efficient functioning of the electronics shop, with regards to safety, inventory, equipment, and schedule.	Exemplary	
Oversee the construction of mechanical , electrical, hardware, software, and programming components of instrumentation produced in the Instrument Design Lab.	Oversee the construction of mechanical , electrical, hardware, software, and programming components of instrumentation produced in the Instrument Design Lab.	Exemplary	
Coordinate and manage the integration of work by department electricians, machinists, and glass blowers.	Enable and promote a cooperative environment on projects spanning the areas of expertise of various department staff.	Exemplary	
Act as a technical advisor in the electronics shop with regards to the design and construction of new instrumentation.	Provide knowledgeable technical advise and guidance to researchers designing and constructing new instrumentation.	Exemplary	
Lead training sessions and short classes for researchers and staff on the design, fabrication, calibration and operation of scientific instrumentation.	Lead training sessions and short classes for researchers and staff on the design, fabrication, calibration and operation of scientific instrumentation.	Exemplary	
Prepare proposals including specifications and cost estimates in collaboration with researchers to contribute to the development of grant and contract proposals.	Prepare proposals including specifications and cost estimates in collaboration with researchers to contribute to the development of grant and contract proposals.	Exemplary	
Participate as co-author on abstracts, posters, and manuscripts.	Participate as co-author on abstracts, posters, and manuscripts.	Exemplary	

Goals

The Goal Type can be Current (relevant to the current evaluation period) or Future (relevant to future evaluation periods). A Thirty-Day Evaluation will only have future goals. All other evaluation types have at least one current goal (that carried forward from the previous evaluation) and at least one future goal (that will carry forward to the next evaluation). Future goals are not rated. Rating scale: Exemplary, Successful, Developing, Partially Meeting Expectations, Not Meeting Expectations, Unable to Rate/Not Rated.

Goal Type	Goal Description	Progress Towards Goal	Rating	Rating Explanation
Current	Work to integrate the electronics shop into the existing machine shop to create a unified instrument shop.	This is a large and ongoing project which Blaise has taken the lead on and it is progressing as fast as scheduling will allow.	Exemplary	
Current	Continue to update the electronics shop with regards to instrumentation, equipment, and inventory to reflect changes and current practices in the electronic field, with a focus on standardization where possible.	While this will be an ongoing effort, the initial effort has been the most crucial and has successfully integrated many improvements.	Exemplary	
Current	Continue to standardize and streamline the job queue to bring transparency to the timeline for delivering on research projects	Successfully designed and implemented a cloud based job tracking application that is now used by everyone in the combined shops.	Exemplary	
Future	Work to integrate the electronics shop into the existing machine shop to create a unified instrument shop.			
Future	Continue to update the electronics shop with regards to instrumentation, equipment, and inventory to reflect changes and current practices in the electronic field, with a focus on standardization where possible.			

Additional Performance Information

Evaluation information not already discussed in previous sections.

Blaise has become an integral part of the department as faculty, students, and staff are discovering what he and the electronics shop can do to enhance their research. His knowledge, dedication, and enthusiasm make him an important resource for the Department.

Overall Employee Performance Rating

Overall Rating will reflect Meeting Expectations or Not Meeting Expectations once completed by the supervisor. The performance evaluation is available to download and print.

Meeting Expectations

Attachments

Optional attachments uploaded by the employee, supervisor, and HR.

Employee: No attachment uploaded by Employee

Supervisor: No attachment uploaded by Supervisor

HR: No attachment uploaded by HR

Signatures

Supervisor STEVEN MYERS signed this evaluation on 5/19/2020.

Employee BLAISE THOMPSON signed this evaluation on 5/19/2020.

Employee BLAISE THOMPSON agrees with this evaluation.