

Evaluation for BLAISE J THOMPSON (00718225)

Job Title: ASSOC INSTRUMENT TECH

Supervisor for this evaluation: STEVEN ROBERT MYERS

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

Evaluation Type: Summary Evaluation

Evaluation Period: **8/23/2018** through **6/9/2019**

Conversation Date: 9/3/2019

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Expectations

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

Job Function	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.	Successful	Primary author on a peer reviewed publication.

Criteria for Success

Criteria for Success reflect key skills and values that unit employees are expected to demonstrate. Rating scale: Exemplary, Successful, Developing, Partially Meeting Expectations, Not Meeting Expectations, Unable to Rate/Not Rated.

Performance Criteria	Rating	Rating Explanation
<p>Commitment to the mission of the University and work unit For example:</p> <ul style="list-style-type: none"> • Makes good decisions that are consistent with the university's, school's, and work unit's mission. • Uses resources appropriately (other staff, central campus, etc.) • Helpful to others in solving problems and achieving common goals. • Develops skills to do job well. 	Exemplary	
<p>Positive approach to change and improvements For example:</p> <ul style="list-style-type: none"> • Demonstrates receptiveness to new ideas and approaches. • Is flexible in methods of work completion. • Shows a willingness to try new methods; takes advantage of learning opportunities. • Offers constructive solutions for making effective changes. 	Exemplary	
<p>Commitment to the job For example:</p> <ul style="list-style-type: none"> • Grasps the job to be done. • Meets schedules and deadlines. • Shows initiative, anticipates needs, and takes appropriate action to make things better. • Is accurate and avoids careless mistakes. • Shows an appropriate sense of urgency in completing work and addressing the needs of others. • Is dependable and reliable. 	Exemplary	
<p>Commitment to fostering a respectful, effective, and collegial work environment For example:</p> <ul style="list-style-type: none"> • Is tactful, honest, and respectful in communications. • Shows respect for individual differences (lifestyle, behavior, abilities, attitudes, values, and views). • Provides and accepts guidance and coaching. • Is approachable and accessible; maintains cooperative work relationships. • Deals constructively, discreetly, and directly with conflict. • Supports a positive work environment. 	Exemplary	
<p>Only employees who supervise others complete this section For example:</p> <ul style="list-style-type: none"> • Manages employee performance throughout the year and provides frequent feedback. • Empowers others to make decisions and suggest changes. • Addresses conflict and brings to a constructive conclusion. • Leads in a way that promotes a positive work environment. 	Unable to Rate/Not Rated	

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	Become familiar with the current and future needs of the department in the areas of electronics, programming, and instrument development.	Observes patterns and trends in submitted jobs, and communicates findings with myself and other staff/faculty.	Exemplary	
Current	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.	Has reduced inventory at the time as increasing it's usefulness, mainly by eliminating obsolete items and standardizing others.	Exemplary	
Current	Standardize and streamline the job queue to bring transparency to the timeline for delivering on research projects	Maintains and frequently checks and adjusts a list/database of ongoing jobs.	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.			
Future	Continue to standardize and streamline the job queue to bring transparency to the timeline for delivering on research projects			

Employee Self-Appraisal

Self-Appraisal is an opportunity for the employee to highlight key accomplishments during the evaluation period and areas for development. Responses will be visible to the supervisor once the employee allows. Employee may modify content until the evaluation is finalized.

Question	Answer
List the goals you would like to work on for the next evaluation period including career development goals.	- unify machine and electronics shops into combined instrument shop - find strategies to decrease time spent on repair - increase quality of documentation for large construct products - attend National Instruments conference or seminar, learn best practices in LabVIEW and DAQmx development - spend more time on software development, including daemon-based design and web technologies for instrumental control - spend more time on digital/analog interface development, including master/puppet modular circuitry using e.g. i2c - develop basic surface-mount inventory - stop loss of money by electronics shop - develop basic "a-la-carte" practical curriculum for students

Describe your most significant achievements and successful efforts this past year.	- oversaw completion of ~250 separate jobs, a large increase over previous years - rearranged electronics shop (2227), increasing student engagement and preparing for move - educated stockroom managers in simple appliance repair, empowering them while decreasing repair load for electronics shop - coordinated work with glass, machine shop to develop "practical intro to shops" for bridge fellows - completed custom octopole RF supply with computer control circuitry - completed synthetic low-cost galvanostat project, potentiostat prototypes - participated in redesign of CHEM-628, including creation of microcontroller unit - completed matrix isolation cart power distribution project - completed modernization of glass shop oven - completed magnetic tweezer feedback circuit, associated level shifting box - published peer reviewed publication: doi.org/10.21105/joss.01141 - participated in science olympiad "mechatronics" outreach activity
What is going well in your position and/or role?	- increasing engagement and excitement for custom electrical work by department - "curated" and well-labeled inventory leading to more independence in department members purchasing and using parts in their own designs - increasing sophistication in project design and construction
Describe any barriers or challenges that impacted you in effectively completing your job responsibilities or accomplishing your goals.	- distraction of repairs from primary role - time needed to sort, modernize inventory - initial confusion due to historical lack of job tracking in shop - personal learning curve in electrical design
Please list your area(s) of strength.	- big-picture instrument design - communication regarding scientific goals - project coordination and organization - user interface design
What skills or new knowledge would you like to develop for career development?	- LabVIEW project management - C++ best practices - basic CNC milling for enclosure construction - FPGA - serial reverse engineering - basic thermal engineering - web technologies for instrument control
Is there any other information you would like to share with your supervisor regarding your work performance?	

Additional Performance Information

Evaluation information not already discussed in previous sections.

Blaise has added significant capability and volume to the electronics shop operations. Feedback from people who have collaborated with him is excellent. His knowledge, hard work and dedication have quickly made 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 ROBERT MYERS signed this evaluation on 9/3/2019.

Employee BLAISE J THOMPSON signed this evaluation on 9/3/2019.

Employee BLAISE J THOMPSON agrees with this evaluation.

