

MINOT-SLEEPER LIBRARY



EMPLOYEE REVIEW OF DIRECTOR

This performance review is intended to offer both the employee and director an opportunity for self-reflection. Professional goals, aspirations, methods, and styles of both the employee and director should be considered. The outcome of this review will be a conversation between the employee and director that aims to resolve challenges and discuss constructive ways both individuals can work toward a positive, professional working environment.

Part I: Trust

Area	Completely agree (5)	Mostly agree (4)	Sometimes agree, sometimes not (3)	Often not agree (2)	Never agree (1)
Employee feels that the Director makes decisions that are considerate of employees					
Employee feels that the Director makes decisions that are in the best interest of the Library and its community					
Employee feels he/she can speak with the Director about things that affect his/her work					
Employee believes the Director will support the employee to the extent it fits within the guidelines of the employee's job description and aligns with the Library's goals and objectives					

Comments:

Part II: Understanding

Area	Completely agree (5)	Mostly agree (4)	Sometimes agree, sometimes not (3)	Often not agree (2)	Never agree (1)
Employee feels that the Director makes an effort to understand his/her professional goals					
Employee feels that the Director acknowledges his/her strengths and recognizes areas where support is needed					
Employee feels that when he/she approaches the Director, the Director makes an effort to understand the employee's ideas or concerns					

Comments:

Part III: Consistency

Area	Completely agree (5)	Mostly agree (4)	Sometimes agree, sometimes not (3)	Often not agree (2)	Never agree (1)
Employee feels that the Director does his/her best to treat all employees equally					
Employee feels that the Director does his/her best to treat all community members equally					
Employee feels that policies and procedures put forth by the Director are congruent with one another and do not create discrepancies					
Employee does not expect surprises or inconsistency in the reaction given when he/she approaches the Director with an idea/concern					

Comments:

Part IV: Communication

Area	Completely agree (5)	Mostly agree (4)	Sometimes agree, sometimes not (3)	Often not agree (2)	Never agree (1)
Employee feels that the Director clearly explains tasks that are given to him/her					
Employee feels the Director takes time to clearly answer questions the employee has					
Employee feels that the Director communicates his/her and the Trustees' goals for the Library					
Employee feels that the Director fosters an environment that allows for open and honest communication between all employees					

Comments:

Conversation Outcomes

Challenges and concerns discussed:

Goals:

Signature of Employee

Date

Signature of Director

Date