

MINOT-SLEEPER LIBRARY



ANNUAL REVIEW

2020 LIBRARY EMPLOYEE REVIEW

EVALUATION PROCESS: Determine the degree of accomplishment based on expected performance of the job description.

GUIDELINES: The Library Director will complete this form and review the evaluation with the Library Employee.

1. The Library Employee will know the standards against which she/he will be evaluated.
2. A review will occur at least once a year.
3. Both parties will prepare for the review—the Library Employee by conducting a self-evaluation using this form and the Library Director by examining various sources of information relating to the individual’s performance as itemized on this form.
4. The evaluations should include a discussion of strengths as well as areas for improvement. Rational, objective, and quantifying evidence should support each judgment on the evaluation.

RATINGS ***EXCELLENT:*** exceeds expectations
 GOOD: meets expectations
 FAIR: slightly below expectations
 POOR: does not meet expectations

EXCELLENT GOOD FAIR POOR

SERVICE

1. Patrons

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Patrons are greeted courteously and made to feel welcome by the employee. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The employee is aware of patrons who may need assistance and offers help to those patrons. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Reference questions are answered completely by the employee. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. The employee effectively communicates to patrons the services offered by the library. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS.....

Overall rating:

2. Community

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. The employee strives to gain an understanding of the community’s wants and needs and offers suggestions to the director to best meet these. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Community groups that meet in the library are made to feel welcome. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. The employee makes an effort to support the Friends of the Library when opportunities arise. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

Overall rating:

DAILY OPERATIONS

1. Working with other staff

- | | <u>EXCELLENT</u> | <u>GOOD</u> | <u>FAIR</u> | <u>POOR</u> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. The employee makes an effort to work amicably with his or her co-workers. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The employee offers to assist his or her co-workers and provide help when it is needed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. The employee is enthusiastic about cross-training. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. The employee makes an effort to bring a positive attitude to work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. The employee helps to motivate other staff in their work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

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Overall rating:

2. Organization and workspace

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. The employee is diligent about keeping workspaces organized and presentable. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The employee shares duties of retrieving books from the book-drop, shelving library materials, and shelf reading. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. The employee contributes to displays, including re-filling empty spots. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Records and paperwork are kept orderly and made easily accessible. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

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Overall rating:

3. Daily Duties

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Duties are completed on time. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The employee use his or her time efficiently and effectively. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. The employee seeks help when it is needed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. The employee shows initiative to take on tasks to ensure the library operates smoothly and patrons are served. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. The employee is receptive to new ideas, and offers new ideas of his or her own to move the library forward. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

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Overall rating:

SELF EVALUATION:

1. What have been your major accomplishments during this review period?
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2. Have there been any special circumstances that have helped or hindered you in performing your job?
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3. What would you like to see changed in the operation and/or organization of the Library?
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4. To what extent have you met your short term goals?
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5. What is your progress toward achieving your long term goals?.....
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GOALS

1. What are your short term goals for the new review period?.....
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.....
2. What are your long term goals for the next review period?
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REVIEW DATE

NEXT REVIEW DATE.....

EMPLOYEE (SIGNATURE)

LIBRARY DIRECTOR (SIGNATURE)