

## Support Staff Self Appraisal Questionnaire Robey Memorial Library

Employee:

Evaluation Date:

1. What do you consider to be your most important achievements of the past year?
2. In what areas do you feel you've made improvements or changes?
3. What elements of your job do you find most challenging?
4. Are there ways the library could become a better place to work?
5. Are there areas in which you like more training or more work experience?
6. What activities / tasks / goals would you like to focus on during the next year?
7. What can the director do to support you?
8. Additional comments:

Director signature \_\_\_\_\_ Date \_\_\_\_\_

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

(Signature of employee acknowledges receipt of this evaluation and that they have read the instrument, but does not mean the employee agrees with the evaluation.)

*Approved*      *September, 2016*  
*Revised*      *October, 2019*  
*Reviewed*     *December, 2022*