

Support Staff Evaluation

Robey Memorial Library

The purpose of this evaluation instrument is to take a personal inventory, to identify strengths and weakness, and to outline and agree upon a practical improvement program. It is expected that the library director and staff members are in full communication, discussing procedures and problems as they occur. An evaluation of a staff member will be done annually by the library director and members of the library board.

Performance Evaluation Ratings

- 10-9 Exceeds Expectations: Goes above and beyond to excel in performance.
- 8-6 Satisfactory: Reasonable and acceptable performance level. Work is performed accurately with few errors.
- 5-3 Needs Improvement: Requires frequent supervision.
- 2-0 Unsatisfactory: Clearly below acceptable level. Frequent difficulties in accomplishing simple or routine task, disregard for instructions.

- Punctuality - maintains assigned working hours
- Cooperativeness with board and public and library director
- Relationship with staff and public
- Conducts self in a professional manner, withstanding pressure and remaining calm in a crisis
- Overall acceptance of responsibility
- Accurately performs assigned work duties
- Has the proper knowledge to satisfactorily perform responsibilities
- Is able to do required jobs well with a minimum of supervision
- Is able to see needs in the work area and gets things done on own

- Personal appearance is appropriate for the job
- Shows creativity by finding and suggesting better ways of doing things
- Keeps the library materials organized and clean
- Follows specific instructions given by library director
- Attends workshops to increase library skills knowledge
- Is computer literate

Additional comments _____

Employee comments _____

Evaluator signature _____ Date _____

Employees signature _____ Date _____

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

<i>Adopted</i>	<i>April, 2000</i>	<i>Reviewed</i>	<i>December, 2022</i>
<i>Revised</i>	<i>March, 2001</i>		
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