

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

- S Satisfactory: Reasonable and acceptable performance level. Work is performed accurately with few errors.
- N Needs Improvement: Requires frequent supervision.
- U Unsatisfactory: Clearly below acceptable level. Frequent difficulties in accomplishing simple or routine task, disregard for instructions.

Attitude

- 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

Managing the Library

- 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.)

Adopted *April, 2000*
Revised *March, 2001*
Revised *July, 2004*
Revised *August, 2007*
Revised *July, 2010*
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