**Performance Review**

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| --- | --- |
| Employee: | Employee ID: |
| Job Title:  | Department:  |
| Meeting Date: | Supervisor:  |

**Before your meeting:**

* Fill out a copy of this review form and give it to your supervisor at least three days before your meeting. Your supervisor will do the same and give a copy to you.

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| Check off as you cover each of the following areas with your supervisor. |
| Discuss your strengths and areas for growth in the Knowledge, Skills and Abilities section of your job description. | [ ]  |
| Discuss potential barriers to your effective work performance and job satisfaction. | [ ]  |
| Discuss possible improvements to work processes, both yours and others’. | [ ]  |
| Discuss any feedback or constructive suggestions you have for your supervisor. | [ ]  |
| Discuss anything else you or your supervisor would like to address. | [ ]  |

***Your Essential Duties***

Do you and your supervisor share an understanding of your Essential Duties?

List major duties that are not included in your job description.

***Your Expectations***

Did you meet all of the core Expectations for your job since your last performance meeting?

Add any comments you or your supervisor have about your recent performance related to these Expectations.

***How Did You Do?***

At your last performance meeting, you and your supervisor developed a set of objectives for you to work on. For each objective, indicate whether or not you were successful. Describe the outcome or result. If you met the objective, did it reveal any new information? If you did not meet the objective, why not? There might be a number reasons for not meeting an objective, many of which may be outside your control, so don’t worry if you didn’t meet them all.

| As a reminder, here are the work objectives set in your last Performance Plan. |
| --- |
| Key Work Objective | What does success look like? | Possible Obstacles |
| 1.  |  |  |
| 2.  |  |  |

|  |
| --- |
| How did you do? |
| Did you meet the objective? What was the result? | Comments |
| 1.  |  |
| 2.  |  |

| Here are the performance expectations you chose to work on. |
| --- |
| Key Performance Expectation | Actions for Improvement | Possible Obstacles |
| 1.  |  |  |
| 2.  |  |  |

|  |
| --- |
| How did you do? |
| Did you meet the objective? What was the result? | Comments |
| 1.  |  |
| 2.  |  |

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| --- |
| Here are the training objectives set in your last Performance Plan. |
| Training Objective | Relationship to Duties | Possible Activities |
| 1.  |  |  |
| 2.  |  |  |

|  |
| --- |
| How did you do? |
| Did you meet the objective? What was the result? | Comments |
| 1.  |  |
| 2.  |  |

***Your Next Plan***

Now that you have had the chance to discuss your recent performance and evaluate your last set of objectives, it’s time to look ahead to the next year. You and your supervisor will discuss plans for your work, performance and training, and set objectives that focus on helping the Library provide the best possible service to our communities by making you a stronger employee, and making sure you have the resources and opportunities you need to be successful.

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| --- |
| Work Plan |
| Your work helps the Library provide quality service to our community. Decide on 1-2 objectives you and your supervisor have for your work in the next year that will help the Library meet its goals, and determine how you will know whether or not you have met each objective. An example of a work objective might be to increase your competency in finding specific information on the WorkFlows display user screen. |
| Key Work Objective | What does success look like? | Possible Obstacles |
| 1.  |  |  |
| 2.  |  |  |

|  |
| --- |
| Performance Plan |
| Having expectations for your performance not only helps you make sure that your work is done well; it also gives you opportunities to grow and develop as an individual. With your supervisor, choose 1-2 expectations from your job description, and plan what actions you will take to improve how well you meet or exceed them. An example of a performance objective might be to improve your shelving speed to an average of 85 items per hour. |
| Key Performance Expectation | Actions for Improvement | Possible Obstacles |
| 1.  |  |  |
| 2.  |  |  |

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| --- |
| Training Plan |
| Library work changes constantly, and there is always something new to learn. With your supervisor, identify 1-2 areas in which additional or continued training in the next year would improve your ability to do your job. A training objective could address a possible obstacle in your Work or Performance Plans. It could also strengthen a particular skill, provide experience in a new area, or give you the opportunity to perform one of your current duties better. |
| Training Objective | Relationship to Duties/Expectations | Possible Activities |
| 1.  |  |  |
| 2.  |  |  |

**After your meeting:**

* Your supervisor will take what you discuss and use it to complete a final draft of this form. He or she will put any additional thoughts in the supervisor comments section, sign the completed form, and give to you within one week of your planning meeting.
* Read the completed form carefully – it should reflect your shared understanding of your meeting. If you have comments, add them in the “Your Comments”
section and sign the form before sending it to Library Administration by the date due.
* The original will be added to your personnel file. You and your supervisor will each receive a copy.

Your Supervisor’s Comments:

|  |  |
| --- | --- |
|  |  |
| Supervisor Signature | Date |

Your Comments:

|  |  |
| --- | --- |
|  |  |
| Employee Signature | Date |