Employee Performance Evaluation

|  |  |  |  |
| --- | --- | --- | --- |
| *Name:* | Name | *Evaluation Date:* | Evaluation Date |
| *Position Title:* | Position Title | *Present Salary:* | Present Salary |
| *Start Date:* | Start Date | *Proposed Salary:* | Proposed Salary |

Please review the associated Job Description prior to beginning the evaluation process.

**Evaluation key:**

**4=EXCELLENT 3=VERY GOOD 2=AVERAGE 1=NEEDS IMPROVEMENT N/A=NOT APPLICABLE**

**Time Management: Displays initiative, work ethic, and effective time usage**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 4 | 3 | 2 | 1 | N/A |
| Reports for work, desk duty, and appointments punctually and prepared |[ ] [ ] [ ] [ ] [ ]
| Makes productive use of time through strong organizational skills, prioritizing work assignments, regularly reading inter-office communications, and effectively using idle time |[ ] [ ] [ ] [ ] [ ]
| Gives supervisor adequate notice of requested days off, keeps unscheduled absences to a minimum and keeps the department needs in mind when making such requests |[ ] [ ] [ ] [ ] [ ]
| **OVERALL TIME MANAGEMENT SCORE** |[ ] [ ] [ ] [ ] [ ]

**Comments:**

Please enter your comments here.

**Job Knowledge and Work Quality: has the necessary knowledge and skills to**

**perform all duties**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 4 | 3 | 2 | 1 | N/A |
| Maintains a level of professional knowledge necessary to accomplish the requirements of the position accurately and thoroughly |[ ] [ ] [ ] [ ] [ ]
| Maintains knowledge of Library policies and procedures and applies them appropriately and consistently for the Department |[ ] [ ] [ ] [ ] [ ]
| Actively pursues opportunities for professional development through webinars, workshops, and participation with Library and professional committees and organizations |[ ] [ ] [ ] [ ] [ ]
| **OVERALL JOB KNOWLEDGE & WORK QUALITY SCORE** |[ ] [ ] [ ] [ ] [ ]

**Comments:**

Please enter your comments here.

**Judgment: Identifies and determines issues and effects solutions**

**to them with an appropriate amount of supervisory input**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 4 | 3 | 2 | 1 | N/A |
| Deals with problems and complaints patiently, decisively, and in accordance with Library policies |[ ] [ ] [ ] [ ] [ ]
| Understands when written policy is not appropriate to a situation and adjusts accordingly, seeking proper authorization when necessary |[ ] [ ] [ ] [ ] [ ]
| Informs supervisor about relevant trends and concerns in a timely and constructive manner |[ ] [ ] [ ] [ ] [ ]
| **OVERALL JUDGMENT SCORE** |[ ] [ ] [ ] [ ] [ ]

**Comments:**

Please enter your comments here.

**Attitude: Establishes effective working relationships with the public,**

**co-workers, and supervisors. Takes an active role in Library operations**

**whenever possible.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 4 | 3 | 2 | 1 | N/A |
| Displays a consistently pleasant demeanor with patrons, co-workers and others |[ ] [ ] [ ] [ ] [ ]
| Contributes to the strong teamwork ethic developed within the Department and Library |[ ] [ ] [ ] [ ] [ ]
| Remains flexible in accommodating necessary changes to schedules and duties |[ ] [ ] [ ] [ ] [ ]
| **OVERALL ATTITUDE SCORE** |[ ] [ ] [ ] [ ] [ ]

**Comments:**

Please enter your comments here.

**Summary:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 4 | 3 | 2 | 1 | N/A |
| Time Management Overall Score |[ ] [ ] [ ] [ ] [ ]
| Job Knowledge and Work Quality Overall Score |[ ] [ ] [ ] [ ] [ ]
| Judgment Overall Score |[ ] [ ] [ ] [ ] [ ]
| Attitude Overall Score |[ ] [ ] [ ] [ ] [ ]
| **OVERALL EVALUATION SCORE** |[ ] [ ] [ ] [ ] [ ]

**Comments:**

Please enter your comments here.

**Evaluate the progress made on goals established last year and list accomplishments from the past year:**

Please enter your comments here.

**List goals for the upcoming year:**

Please enter goals here.

**TO THE EMPLOYEE:**

You are requested to sign on the line provided below to indicate that you have had an opportunity to review and discuss your performance evaluation with your supervisor. **YOUR SIGNATURE DOES NOT INDICATE THAT YOU AGREE WITH THE EVALUATION.**

**Employee Comments** (optional):

**Employee**

**Signature: Date:**

**The above evaluation may be used as a factor in determining annual compensation.**

**Evaluated by: Date:**

**Reviewed by: Date:**