**Ella Johnson Memorial Public Library District Annual Workplace Review**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_**

**Part One: Review of Performance Factors**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **5—Exceptional** | Consistently superior and significantly exceeds standard workplace expectations | | **4—Highly Effective** | Frequently exceeds workplace standard expectations | | **3—Proficient** | Consistently meets workplace standard expectations | | **2—Inconsistent** | Consistently fails to meet workplace standard expectations | | **1—Unsatisfactory** | Falls far below par for workplace standard expectations | | **5—Exceptional** | **4—Highly Effective** | **3--Proficient** | **2--Inconsistent** | **1--Unsatisfactory** | **N/A—Not Applicable** |
| 1. Quality and cleanliness and safety of physical working environment |  |  |  |  |  |  |
| 1. Schedule |  |  |  |  |  |  |
| 1. Quality of communication between management/administration and staff |  |  |  |  |  |  |
| 1. Ability to complete workload assigned |  |  |  |  |  |  |
| 1. Response to problems by management/administration |  |  |  |  |  |  |
| 1. Support for professional growth |  |  |  |  |  |  |
| 1. Inclusiveness and friendliness of staff culture |  |  |  |  |  |  |
| 1. Reliability of Management and Administration |  |  |  |  |  |  |

**Part Two: Feedback Narrative**

**What makes you happy in your job?**

**What frustrates you at work?**

**What services would you like to see grow or expand at Ella Johnson**

**What do you need to do your best work?**

**What barriers or challenges do you face in doing your job?**

**Share any ideas for innovation in your job, department, or in the library as a whole**