## THREE RIVERS LIBRARY

DIRECTOR EVALUATION

January, 2015

Rating Scale

Inadequate Adequate Good Very Good Outstanding

1 2 3 4 5

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Provides Library Board Members with adequate background for decision making in the following areas:    1. Budget    2. Personnel    3. Facilities    4. Procedures/Policies    5. Technology    6. Contracts and Services | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1  1  1  1  1  1 | 2  2  2  2  2  2 | 3  3  3  3  3  3 | 4  4  4  4  4  4 | 5  5  5  5  5  5 | |

Comments:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Promotes professional image to public. | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | |

Comments:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Works cooperatively with Library Board | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | |

Comments:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Provides feedback to Library Board on areas of concern. | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | |

Comments:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Provides and promotes staff development | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | |

Comments:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Takes initiative to provide new or expanded:    1. Service needs    2. Staff needs    3. Facility needs | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1  1  1 | 2  2  2 | 3  3  3 | 4  4  4 | 5  5  5 | |

Comments:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Participates in meetings and continuing education opportunities | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | |

Comments:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Personality and behavior traits:    1. Cooperative attitude    2. Communicates well    3. Takes initiative    4. Shows enthusiasm for work | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1  1  1  1 | 2  2  2  2 | 3  3  3  3 | 4  4  4  4 | 5  5  5  5 | |

Comments:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Has completed her responsibilities and duties as outlined in the Executive Director’s Job Description | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | |

Comments:

Final thoughts: