



**ADMINISTRATIVE FORM**

**EMPLOYEE PERFORMANCE EVALUATION**

<b>Employee</b>	<b>Title</b>
<b>Department</b>	<b>Date of employment</b>
<b>Date of Last evaluation</b>	<b>Next scheduled evaluation</b>

**Reason for Evaluation:**

- Annual  
  End of probation  
  Merit  
  Promotion  
  Performance  
 Other \_\_\_\_\_

**Instructions:** Evaluate employee's work performance as it pertains to the job requirements. Indicate the number that best describes the employee's performance since the last evaluation.

1. Excellent   2. Above Average   3. Satisfactory   4. Needs improvement

<b>Factors</b>	<b>Since Last Evaluation</b>	<b>Comments related to work plan elements.</b>
Building strong relationships with community		
Long range/ Short term planning		
Preparing and Managing Budget		

Personnel management and support for continuing education of staff		
Collection development		
Implementing newer technologies		
Marketing library services		
Support of the library board: developing recommended policies for board consideration, presenting accurate budget and status reports, and providing information for decision-making.		
Implementing board decisions		
Planning for future of physical facilities, and support of existing facilities		
Professional development and participation in professional activities.		
Cooperation with other libraries, associations and programs in county and state.		
Cooperative relationship with FOL		

1. Excellent 2. Above Average 3. Satisfactory 4. Needs improvement

Strengths and/or Accomplishments since last evaluation
Areas Which Need Improvement
Comments & Recommendations for corrective action
Rate Employee's Performance overall in comparison to the Job Requirements involved with his/ her position.  <input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement

Individual was evaluated on \_\_\_/\_\_\_/\_\_\_ Employee Signature \_\_\_\_\_

Follow-up evaluation requested?  Yes  No      Follow-Up Date \_\_\_/\_\_\_/\_\_\_

Evaluator \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Effective: 9/12/03

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