

PERFORMANCE EVALUATION INSTRUCTIONS

After carefully considering the performance scale, you should rate the employee according to the definitions. Mark the rating that most closely describes your assessment of the person's performance in each category. Ratings are based on performance as it applies to the employee's job description. It is important that you justify your rating with comments. The comments column must be filled out for each factor.

PERFORMANCE LEVEL DEFINITIONS

Excellent:

Exceptional; consistently exceeds expectations

Good:

Consistently meets and frequently exceeds expectations

Satisfactory:

Conforms to standards, meets expectations

Fair:

Only meets minimum requirements; marginal

Poor:

Below standard and unacceptable; improvement required or termination will result

PERFORMANCE EVALUATION

Date: _____ **Due Date:** _____

Name: _____

Job Classification: _____

Branch: _____

Department: _____

Type of Appraisal: **Annual** **Special**

Evaluation Period: _____ **to** _____

PERFORMANCE EVALUATION

NAME:	DATE:
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PERFORMANCE LEVELS						SUPERVISOR'S COMMENTS
	Excellent	Good	Satisfactory	Fair	Poor	
1 Quality of Work Consider: Accuracy, thoroughness, organizational skills, attention to detail, time management.						
2 Quantity of Work Consider: Speed, timeliness, volume of work.						
3 Job Knowledge Consider: Knowledge of job skills and requirements, understands library policies and procedures.						
4 Initiative Consider: Desire to attain goals, willingness to accept responsibility, motivation to improve job skills, resourcefulness.						
5 Adaptability Consider: Flexibility, willingness and ability to accept and adjust to changing work conditions, ability to adjust to new concepts and procedures.						
6 Working with Others (Staff and Public) Consider: Courtesy, tact, enthusiasm, attitude, judgment, approachability, cooperation, team work, ethics.						
7 Communication (Oral and Written) Consider: Ability to receive, interpret and convey information clearly, keeps lines of communication open, ease of communication with public.						

PERFORMANCE EVALUATION

		PERFORMANCE LEVELS					SUPERVISOR'S COMMENTS
		Excellent	Good	Satisfactory	Fair	Poor	
8	<p>Attendance and Punctuality Consider: Promptness and reliability in meeting the work and break schedule.</p>						
9	<p>Training Consider: Completion of minimal annual training requirements, completion of additional training, willingness to participate.</p>						

Discuss employee's effectiveness in attaining goals previously set.

List new goals set with the employee. Note any additional training that will be helpful in attaining these goals.

In the case of any Performance Level rating(s) of Fair or Poor, what improvement steps will be initiated?

Additional comments:

I have read this performance evaluation and understand my signature does not necessarily mean that I agree with the rating on all items.

Employee Signature

Date

Supervisor Signature

Date

Director

Date

Clear Form?

Save & Submit?

Print Form?