



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resource Services
Evaluation: Librarian Performance Observation Form



The evaluator will indicate which items appeared during the observation by checking the appropriate line.

Check each of the following if observed, but note: no single librarian is expected to perform all of these tasks in any single observation period and it is understood that some librarians specialize in the services that they provide.

(Please Print)

Evaluee Name: _____ Date: ___/___/___

Evaluator Name: _____ Date: ___/___/___

Observation Date: ___/___/___ Observation Time: _____

1. Librarian performance provided reference assistance to students, faculty, staff and others in utilizing the library's resources. Yes No

Evaluator observation:

2. Librarian performance instructed students in library skills / research methods in formal classes and / or in informal sessions. Yes No

Evaluator observation:

3. Librarian performance developed, selected, and maintained a collection of library resources to support the instructional program. Yes No

Evaluator observation:

4. Librarian performance sought collaborative relationships with faculty for developing assignments and supporting coursework. Yes No

Evaluator observation:

5. Librarian performance developed and taught credit and / or non-credit classes in library skills. Yes No

Evaluator observation:

6. Librarian performance developed instructional materials that facilitate use of the library. Yes No

Evaluator observation:

7. Librarian performance worked as a key member in the library's collaborative team environment. Yes No

Evaluator observation:

8. Librarian performance engaged in active leadership in governance of college. Yes No

Evaluator observation:

9. Librarian performance participated in college curriculum development. Yes No

Evaluator observation:

10. Librarian performance took advantage of professional development opportunities to keep research and technology skills up-to-date. Yes No

Evaluator observation:

Submit evaluation to the Peer Review Committee when completed.

Reference: Article 14B.3, 14H.2b, 15B.3, 15F.2a, 15F.2a2, 18I.1c – Faculty Collective Bargaining Agreement