

MADISON COUNTY LIBRARY SYSTEM – EMPLOYEE ANNUAL PERFORMANCE EVALUATION

Name _____ Date _____

Branch _____ Position _____

Evaluation Ratings:

E	Excellent	Exceeds required work standards
S	Satisfactory	Meets all required work standards
N	Needs Improvement	Does not meet all required work standards; needs to strengthen and increase skills
NA	Not Applicable	Indicate NA if not applicable to job duties

WORK HABITS: Performance Factors	E	S	N
Produces work that is accurate and thorough			
Meets work-schedule and time lines			
Works in consistent and cooperative manner			
Prioritizes tasks			
Takes initiative to remain productive			
Uses time efficiently; works at an acceptable rate of speed			
Works well under pressure			
Assumes fair share of workload, accepting role as a team member			
Maintains neat and appropriate appearance			
Maintains neat and appropriate work area			
Requires minimum supervision and is able to work independently			
Demonstrates interest and enthusiasm about job			
Identifies problems, contributes ideas and offers solutions			

EXAMPLES/COMMENTS:

JOB KNOWLEDGE/WORK INTEREST: Performance Factors	E	S	N
Follows board-approved policies and procedures thoroughly			
Understands basic work procedures			
Understands role as part of library/department team			
Accepts and adapts to necessary change			
Is alert to areas needing attention			
Refers patrons' questions to appropriate staff			
Understands, supports and carries out Library mission, roles and values			
Performs assigned duties with enthusiasm and resourcefulness			
Assumes responsibility and duties appropriate to position			
Takes initiative to keep informed about library/department activities			
Makes effort to acquire and broaden knowledge			

EXAMPLES/COMMENTS:

Interpersonal and Communications Skills	E	S	N
Is tactful, respectful, courteous, self-controlled and patient with patrons			
Is tactful, respectful, courteous, self-controlled and patient with staff			
Listens and responds with understanding			
Asks questions when necessary			
Contributes to positive staff morale			
Controls socialization so as not to impede work			
Demonstrates flexibility as appropriate to situation in working with patrons/staff			
Responds appropriately to verbal and non-verbal communications			
Manages difficult patron interactions with tact and diplomacy			
Addresses conflict effectively			
Listens and responds openly to constructive criticism or suggestions			

EXAMPLES/COMMENTS:

Professional Development	E	S	N
Engages in outside professional activities (committees, organizations, etc.)			
Participates in educational opportunities (staff development)			
Keeps up with developments in the field			
Applies new skills on the job			

EXAMPLES/COMMENTS:

Supervisory Skills	E	S	N
Is fair, objective and consistent with staff in assigning work			
Promotes cooperation among staff			
Is available to staff to help/resolve problems or other work-related issues			
Monitors and promptly follows up on problems and performance issues			
Provides training; encourages staff to pursue continuing education opportunities			
Solicits input/feedback from staff on solving library/department issues			
Acts as advocate for staff concerns to higher management			
Gives recognition for good work			
Corrects mistakes privately and in a positive manner			
Keeps staff informed about library/department issues and changes			
Explains reasons adequately when changes are made or needed			
Promotes safe employee work habits			

EXAMPLES/COMMENTS:

MADISON COUNTY LIBRARY SYSTEM – CHILDREN’S SPECIALIST
(This Page For Children’s/Youth Services Department Employees Only)

	E	S	N
Designs, promotes, presents, and evaluates a variety of programs for youth of all ages, based on their developmental needs/ interests and the goals of the library.			
Identifies and utilizes skilled resource people to present programs and information.			
Provides library outreach programs that meet community needs and library goals and objectives.			
Establishes programs and services for parents, individuals and agencies providing childcare, and other community professionals who work with youth.			
Promotes library programs and services to under-served youth and families.			
Understands theories of infant, child, and adolescent learning and development and their implications for library service.			
Cultivates an environment that provides for enjoyable and convenient access to and use of library resources.			
Maintains regular communication with other agencies, institutions, and organizations serving youth in the community.			
Utilizes effective public relations techniques through all media.			
Considers the needs, opinions, and requests of youth of all ages in the development and evaluation of library services.			
Provides a wide, diverse, and unbiased variety of electronic resources, A-V materials, print materials, and other resource materials that best serve the needs of youth and their caregivers.			
Instructs youth in the use of library tools and resources, empowering them to choose materials and services on their own.			
Encourages use of materials and services through bibliographies, book-talks, displays, electronic documents, and other special tools.			
Sets long and short-range goals, objectives, plans and priorities.			
Listens and responds actively with youth, families, patrons, and staff.			
Stays informed of current trends, emerging technologies, issues, and research in librarianship, child development, education, and related fields.			

EXAMPLES/COMMENTS:

1. What are areas of strength in the employee’s performance? List special accomplishments or contributions during this evaluation period.

2. Suggestions for strengthening performance.

Your signature indicates that you have participated in a discussion of information contained in this evaluation and have received a copy of the evaluation. ***It does not imply your agreement with the information.***

Does employee wish to attach a response for inclusion in the Personnel File? Yes No

Employee’s Signature

Supervisor’s Signature

Date

Director’s Signature

Date

Original to Supervisor (Forward to Personnel File)
Copy to Employee