

**Library
Performance Evaluation**

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| Name |
| Position Title |
| Review Year |

| | Self-Evaluation | Supervisor Comments |
|-------------------------------------|------------------------|----------------------------|
| Skills/Attributes/Behaviors | | |
| Customer Service Skills | | |
| Collection Management Skills | | |
| Communication Skills | | |
| Teamwork Skills | | |
| Professional Growth | | |

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| | | |
| Strengths | | |
| Areas for Improvement | | |
| | | |
| Accomplishments for Current Year | | |
| Goals for Next Year | | |
| | | |
| Overall Evaluation by Supervisor | | |

I have reviewed this document and may or may not agree with the evaluation.

Signature

Date

Desirable Skills, Attributes and Behaviors

General Performance Skills – applies across categories

- Coordinate with other staff to make efficient use of library resources
- Cooperate with co-workers
- Show respect for others
- Efficient and accurate
- Plan and organize work well
- Monitor facility, equipment, supplies, materials, report problems appropriately
- Willing to try new methods
- Arrive on time, keep breaks to established time limits
- Display knowledge of job

Strengths and Weaknesses – applies across categories

- Flexibility
- Creativity
- Initiative
- Dependability.
- Ability to remain calm
- Ability to cope with the unexpected
- Maintain neat, organized workspace

Customer Service Skills

- Smile when you answer the telephone
- Greet customers
- Be helpful, positive and welcoming in all customer interactions
- Teach Library users (children or adults) to use the online catalog
- Assist with computer issues when possible or escalate

Collection Management

- Present monthly regular collection development recommendations to the Director
- Plan and execute regular shelf-reading and weeding efforts
- Make decisions on discards and mending based on condition of books and/or currency

Communication

- Accept constructive criticism
- Maintain effective communications with other staff members
- Actively participate in meetings

Teamwork

- Coordinate with other Department Heads to make efficient use of Library staff and resources
- Ability to do other types of work (even in other departments).

Professional Growth

- Participating in continuing education (classes, workshops, seminars, professional reading, etc.)
- Ability to do other types of work (even in other departments).
- Computer literacy.