



Performance Evaluation Form

For all Library Faculty

Review Period:

From

To

Type of Appraisal:

☐

Annual

☐

*Probationary
(midpoint)*

☐

*Probationary
(final)*

☐

Special

Personal Information

Employee Name:

*Should be employee's legal name as it appears on the employee's
official record*

T Number:

Position Title:

Department:

Evaluator's Name:

Purpose of Formal Performance Evaluation Form

Providing faculty with feedback and direction is essential to fulfilling Tennessee State University's mission as well as guiding employees in their growth and development and engaging them in the success of the university.

The *Formal Performance Evaluation Form* functions as an instrument for supervisors to record and share information with faculty and/or summarize the communications that have been had over the evaluation period. **Supervisors must complete and discuss this form with their employees and remit it to Library Dean** for inclusion in the official personnel file on an annual basis. Human Resources usually publishes a deadline for submission in the University Communications. Please use only four sections for the evaluation: General Performance, Department (Public Services or Collection Management) and the major assigned area (e.g. Interlibrary Loan). The Ratings Guide applies to the overall score on p.14. Please use solid numbers for Sections 1-3.

This section addresses general performance requirement for library faculty:

Section 1 – General Performance Standards for Public Library Faculty-Total=70 Points

This section should address the librarian's competences:

Job Performance/Librarianship		Results	
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
1	Is punctual and maintains good attendance		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
2	Promotes teamwork and maintaining cooperative relations with others. Participates in collaborative activities with colleagues.		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
3	Has ability to a)guide library users in learning to utilize library facilities, services, and resources OR b)ability to select and organize library resources		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
4	Demonstrates the ability to accept other duties as needed or assigned, e.g. Committee Chairs, Special Projects		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
5	Fulfills Library Liaison responsibilities, e.g. orders books for the assigned subject areas, creates Research Guides, and makes contact with the department's library representative.		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory

Professional Development		Results	
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
1	Participates in professional Development activities(library workshops, meetings, seminars, conferences, etc.,) and university/community service		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
2	Participates in scholarly presentations and/or publishing of ideas related of academic librarianship at professional meetings, seminars, workshops, etc.		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
3	Participates in collaborative activities by working together with other colleagues in professional growth and development efforts.		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
4	Demonstrates the ability to accept other duties as needed or assigned, e.g. Committee Chairs, Special Projects		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
5	Supports university goals and objectives by participating in activities such as Founder's Day, committees, convocation, graduation, performances and lectures, etc.,		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory

Leadership		Results	
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
1	Analyzes situations, solves problem, seeks creative alternatives, and achieves results.		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
2	Prioritizes work assignments effectively.		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
3	Promotes teamwork.		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
4	Takes Initiative.		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory

Total Score for Section One_____

divided by 14_____

Section 3: Assigned Area/ Circulation Librarian/Total=35 Points		
1	Demonstrates a high level of proficiency and knowledge about all aspects of the library automated system related to Circulation-Reserve functions	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
2	Actively participates in the daily routine at the desk to accomplish efficient and accurate charging and discharging of all types of materials	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
2	Monitors work of subordinates to make sure that circulation duties are performed efficiently	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
4	Trains and/or supervises library and student assistants in circulation procedures	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
5	Manages stack maintenance and demonstrates leadership with inventory processes	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
6	Pro-actively assists library patrons with locating resources or provides referrals	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
7	Implements library policies and procedures in regards to cell phone usage, prohibition of food and beverages, as well as disruptive noise	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory

Section 3:Assigned Area/ Reference Librarian (AWC)/Digital Reference Librarian (Main)/Total=35 Points			
1	Assists library users with locating information by selecting the appropriate resources		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
2	Participates in collection development for assigned liaison areas and the reference collection		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
3	Creates thorough and effective Research Guides, which are kept up-to-date		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
4	Collaborates with instructors to effectively present relevant course related information literacy. Pre and Post Test show effective delivery (or Has positive responses on information literacy surveys from classes)		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
5	Completes projects in a timely manner		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
6	Successfully manages embedded librarian responsibilities		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
7	Collects and maintains statistics		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory

Section 3: Assigned Area/ Interlibrary Loan Librarian/Total=35 Points				
1	Demonstrates superior knowledge of OCLC, ILLIAD, and other ILL software systems			
		<input type="checkbox"/>	Superior	
		<input type="checkbox"/>	Exceeds Expectations	
		<input type="checkbox"/>	Meets Expectations	
		<input type="checkbox"/>	Needs Improvement	
		<input type="checkbox"/>	Unsatisfactory	
2	Effectively communicates ILL policies and procedures to faculty and students, both verbally and in print			
		<input type="checkbox"/>	Superior	
		<input type="checkbox"/>	Exceeds Expectations	
		<input type="checkbox"/>	Meets Expectations	
		<input type="checkbox"/>	Needs Improvement	
		<input type="checkbox"/>	Unsatisfactory	
3	Works collaboratively with the Circulation Department to ensure prompt processing of patron requests			
		<input type="checkbox"/>	Superior	
		<input type="checkbox"/>	Exceeds Expectations	
		<input type="checkbox"/>	Meets Expectations	
		<input type="checkbox"/>	Needs Improvement	
		<input type="checkbox"/>	Unsatisfactory	
4	Supervises verification of all interlibrary loan requests and processes them promptly			
		<input type="checkbox"/>	Superior	
		<input type="checkbox"/>	Exceeds Expectations	
		<input type="checkbox"/>	Meets Expectations	
		<input type="checkbox"/>	Needs Improvement	
		<input type="checkbox"/>	Unsatisfactory	
5	Promptly and correctly process ILL requests; updates requests in the system on a daily basis.			
		<input type="checkbox"/>	Superior	
		<input type="checkbox"/>	Exceeds Expectations	
		<input type="checkbox"/>	Meets Expectations	
		<input type="checkbox"/>	Needs Improvement	
		<input type="checkbox"/>	Unsatisfactory	
5	Stays up-to-date with overdue books and payments			
		<input type="checkbox"/>	Superior	
		<input type="checkbox"/>	Exceeds Expectations	
		<input type="checkbox"/>	Meets Expectations	
		<input type="checkbox"/>	Needs Improvement	
		<input type="checkbox"/>	Unsatisfactory	
6	Compiles data; produces, monthly, and annual statistics; generates reports			
		<input type="checkbox"/>	Superior	
		<input type="checkbox"/>	Exceeds Expectations	
		<input type="checkbox"/>	Meets Expectations	
		<input type="checkbox"/>	Needs Improvement	
		<input type="checkbox"/>	Unsatisfactory	
7	Evaluates and monitors requests for collection development purposes			
		<input type="checkbox"/>	Superior	
		<input type="checkbox"/>	Exceeds Expectations	
		<input type="checkbox"/>	Meets Expectations	
		<input type="checkbox"/>	Needs Improvement	
		<input type="checkbox"/>	Unsatisfactory	

Section 3: Assigned Area/Government Documents Librarian/Total=35 Points			
1	Serves as effective liaison between the library and the Federal Depository Program		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
2	Ensures that documents collection is used to the fullest extent and gives specialized instruction and reference service for the collection; provides expert assistance in locating documents		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
3	Acquires government documents for the library through the depository selection process; removes superseded editions and weeds as necessary		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
4	Collaborates with cataloging department to ensure documents are properly classified		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
5	Prepares and disseminates policies and procedures governing the documents collection; is in compliance with all federal depository guidelines		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
6	Updates and maintains government documents website and research guides		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
7	Compile data; produces monthly and annual statistics		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory

Section 3:Assigned Area/Serials Librarian/Total=35 Points				
1	Manages standing orders and print periodicals			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
2	Processes claims and bindery in a timely manner			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
3	Produces up-to-date print outs of periodical holdings at least once each semester			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
4	Manages procedures and troubleshoots problems with Milser/Sierra check-in records			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
5	Maintains EBSCO periodicals accounts, including budgeting, additions, and deletions			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
6	Updates, edits, and links online as well as print and periodical data			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
7	Supervises stack maintenance for bound and loose periodicals			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory

Section 3: Assigned Area/Cataloging Librarian/Total=35 Points				
1	Effectively performs copy cataloging and maintains efficient production of processed materials			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
2	Is adept with cataloging resources in various formats			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
3	Keeps abreast of current and emerging cataloging best practices and issues			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
4	Is knowledgeable about AACR2, MARC 21 and other cataloging standards and procedures			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
5	Participates in authority control and corrects errors found in the online catalog			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
6	Works cooperatively with other staff to ensure that patrons have user friendly access resources In the online catalog			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
7	Participates in re-cataloging and re-classification project and withdrawal process Organizes work, is task oriented and demonstrates problem solving skills			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory

Section 3:Assigned Area/Technical Services Software Librarian=Total-35 Points				
1	Manages Procurement, licensing, and agreements pertaining to e-resources			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
2	Troubleshoots and maintains accessibility to e-resources; keeps current with static URLs and platform changes			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
3	Produces up-to-date excel file on periodical holdings in print and microform holdings at least once a semester			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
4	Manages online periodical holdings in Publication Finder and other full text databases as assigned.			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
5	Manages procedures and troubleshoots problems with Milser/Sierra check-in records			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
6	Manages budget for e-resources and works effectively with Procurement and Finance/Accounting Offices			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory
7	Maintains accurate financial spreadsheets and records for database expenditures and other assigned accounts Supervises stack maintenance of bound and loose periodicals			
			<input type="checkbox"/>	Superior
			<input type="checkbox"/>	Exceeds Expectations
			<input type="checkbox"/>	Meets Expectations
			<input type="checkbox"/>	Needs Improvement
			<input type="checkbox"/>	Unsatisfactory

Section 2: General Performance Standards for Collection Management Librarians/Total=35 Points				
1	Communicates clear goals and objectives, sets priorities and demonstrates leadership; Communicates effectively in both verbal and print			
				Superior
				Exceeds Expectations
				Meets Expectations
				Needs Improvement
				Unsatisfactory
2	Works cooperatively with departmental colleagues to ensure efficient processing of library resources; maintains quality control of data and resources processed			
				Superior
				Exceeds Expectations
				Meets Expectations
				Needs Improvement
				Unsatisfactory
3	Has the ability to work independently and/or with a team.			
				Superior
				Exceeds Expectations
				Meets Expectations
				Needs Improvement
				Unsatisfactory
4	Maintains good work habits, e.g. shows initiative, assignment carried out thoroughly			
				Superior
				Exceeds Expectations
				Meets Expectations
				Needs Improvement
				Unsatisfactory
5	Has demonstrated the ability to implement new technologies and adapt to changes in workflow			
				Superior
				Exceeds Expectations
				Meets Expectations
				Needs Improvement
				Unsatisfactory
6	Collects relevant data and provides accurate statistics and/or financial spreadsheets			
				Superior
				Exceeds Expectations
				Meets Expectations
				Needs Improvement
				Unsatisfactory
7	Has initiative; contributes ideas for workflow improvement			
				Superior
				Exceeds Expectations
				Meets Expectations
				Needs Improvement
				Unsatisfactory

Section 2: General Performance Standards for Public Service Librarians-Total=35 Points				
1	Is approachable and promptly acknowledges patrons; is courteous, patient and non-judgmental; collaborates with colleagues to resolve patron's questions			
				<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
2	Acts as a responsible team member, e.g. reports for desk duty promptly; notifies appropriate librarian of change in schedule			
				<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
3	Implements library policies regarding checking out reference materials, noise restrictions, cell phone use and prohibition of food and beverages			
				<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
4	Maintains good work habits, e.g. shows initiative, assignment carried out thoroughly			
				<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
5	Is proficient the online catalog, discovery layer (EDS) and periodicals A-Z list to help patrons the research			
				<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
6	Supervises students and staff to ensure they are engaged in productive work while on duty			
				<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
7	Keeps abreast of database functionality and coverage; stays informed about emerging technologies and resources.			
				<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory

General Performance (Librarians) Average	_____
General Performance (Department) Average	_____
Assigned Area Average	_____
Overall Performance Evaluation Average	_____

Section 4 – Achievements and Areas for Improvement/Growth

In the space below, employees and supervisors can provide feedback on ratings above, acknowledge significant strengths and achievements seen during the review period, note plans for further development of those strengths and/or document plans to improve any behaviors identified as “Does Not Meet Expectations” (Development needed).

Achievements: *Briefly describe the employee’s most significant strengths and accomplishments during this review period:*

Areas for Improvement/Growth: *Indicate areas in which an employee should expand competencies and/or address professional shortcomings. Additionally, provide a brief description of a development plan to support achievement (supervisor’s role, resources, etc.):*

Section 5 – Goals and Objectives for Next Review Period

This section should list those goals and objectives developed jointly by the employee and supervisor at the end of this review period to be achieved during the next review period. These goals and objectives should have FOCUS (i.e. be feasible, observable, communicated, unambiguous and suitable).

Goals and Objectives for the Next Review Period	
1.	
2.	
3.	
4.	
5.	

Section 6 – Professional Development Plan

Identify any experience or learning opportunities that will support the employee's professional development and high-level performance. Include training, competency development and other efforts. These should be suggestions for things that might be beneficial but not things that the employee will be required to complete. Be as specific as possible. For instance, if available, list course titles/dates, position titles for cross-training efforts or committees to consider.

For example:

- Take a credit or non-credit course that enhance job performance (list course and provider if possible)
- Attend a seminar in the community (list title and location if possible)
- Works to toward an additional degree.
- Participate in professional activities: delivers papers, poster sessions and panels
- Cross train with others to gain increased knowledge in technical areas within the unit (specify persons/positions and knowledge to be obtained)

Please enter any detailed professional development plan information here:

Section 7 – Final Comments and Signatures

Supervisor: *Please enter any summative and/or final comments here:*

I understand that my signature only acknowledges discussion and receipt of this appraisal and does not necessarily imply my agreement.

Employee Signature

Date

Supervisor

Date

Dean of Libraries and Media Centers

Date

