

# MADISON COUNTY LIBRARY SYSTEM - EMPLOYEE ANNUAL PERFORMANCE EVALUATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Branch \_\_\_\_\_ Position \_\_\_\_\_

- Evaluation Ratings:**
- O Outstanding . . . . . Far exceeds required work standards
  - V Very Good . . . . . Usually exceeds required work standards
  - S Satisfactory . . . . . Meets all required work standards
  - N Needs Improvement . . . . . Meets some of required work standards; needs to strengthen and increase skills
  - U Unsatisfactory . . . . . Does not meet required work standards; performance must be improved

<b>WORK HABITS: Performance Factors</b>	<b>O</b>	<b>V</b>	<b>S</b>	<b>N</b>	<b>U</b>
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:

<b>JOB KNOWLEDGE/WORK INTEREST: Performance Factors</b>	<b>O</b>	<b>V</b>	<b>S</b>	<b>N</b>	<b>U</b>
Follows board-approved polices 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:

<b>Interpersonal and Communications Skills</b>	<b>O</b>	<b>V</b>	<b>S</b>	<b>N</b>	<b>U</b>
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 patron/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:

<b>Professional Development</b>	<b>O</b>	<b>V</b>	<b>S</b>	<b>N</b>	<b>U</b>
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:

<b>Supervisory Skills</b> (Complete this section if applicable; mark "NA" if not)	<b>O</b>	<b>V</b>	<b>S</b>	<b>N</b>	<b>U</b>
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					
Supports safety and health program; promotes safe employee work habits					

EXAMPLES/COMMENTS:

## MADISON COUNTY LIBRARY SYSTEM - CHILDREN'S SPECIALIST

(This Page For Children's/Youth Services Department Employees Only)

	O	V	S	N	U
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 which 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 which 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 to best serve the needs of youth and their care-givers.					
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