Employee Review:

Part I

Name________________________________________

Job title______________________________________

Department____________________________________

Evaluation Period ______________________ to ________________

Time in current position__________________________

Employee status: Hourly __________ salaried ____________

Supervisor should review the employee a minimum of one time annually. The supervisor should discuss each review question, evaluation, and goal with the employee. If the employee objects to the evaluation or would like to add a comment, the form should be made available to the employee and then returned to the supervisor.

Scoring key:

1 = Unacceptable - Consistently fails to meet job requirements: performance clearly below minimum requirements. Immediate improvement required to maintain employment.

2 = Needs Improvement – occasionally fails to meet job requirements; performance must improve to meet expectations of position.

3 = Meets Expectations – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.

4 = Exceeds Expectations – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.

5 = Superior – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

Part II – Performance Factors

1. Knowledge, skills, abilities – consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials, and equipment as they relate to performance.

Unacceptable.................................Superior

1 2 3 4 5
2. Quality of work – Does the employee complete assignments meeting quality standards? Consider accuracy, neatness, thoroughness, and adherence to standards and safety rules.

Unacceptable........................................Superior

1 2 3 4 5

Comments:

3. Quality of work - Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules?

Unacceptable........................................Superior

1 2 3 4 5

Comments:

4. Work Habits – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules and organizational policies.

Unacceptable........................................Superior

1 2 3 4 5

Comments:

5. Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well, and responds appropriately?

Unacceptable........................................Superior

1 2 3 4 5

Comments:

Part III

1. Dependability – Consider the amount of time spent directing this employee. Does the employee monitor projects and exercise follow-through; adhere to time frames; is on time for meetings and appointments; and responds appropriately to instructions and procedures?

Unacceptable........................................Superior

1 2 3 4 5

Comments:

2. Cooperation – how well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?

Unacceptable........................................Superior

1 2 3 4 5

Comments:
3. Initiative – Consider how well the employee seeks and assumes greater responsibility, monitors projects independently, and follows through appropriately.
   Unacceptable...........................................Superior
   
   1  2  3  4  5
   
   Comments:

4. Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors, or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism, and to suggestions for work improvement?
   Unacceptable...........................................Superior
   
   1  2  3  4  5
   
   Comments:

5. Judgment- Consider how well the employee effectively analyzes problems, determines appropriate actions for solutions and exhibits timely and decisive action; thinks logically.
   Unacceptable...........................................Superior
   
   1  2  3  4  5
   
   Comments:

6. Attendance – Consider number of absences, use of annual, and sick leave in accordance with library policy. (Circle one)
   Unacceptable acceptable
   
   Comments:

7. Punctuality – consider work arrival and departure in accordance with departmental and library policy. (Circle one)
   Unacceptable acceptable
   
   Comments:

Part IV – Supervisory factors

1. Leadership – Consider how well the employee demonstrates effective a supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.
   Unacceptable...........................................Superior
   
   1  2  3  4  5
   
   Comments:

2. Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?
   Unacceptable...........................................Superior
   
   1  2  3  4  5
   
   Comments:
3. Planning and organizing – Consider how well the employee plans and organizes work; coordinates with other, and establishes appropriate priorities; anticipates future needs, carries out assignments effectively.
Unacceptable.......................Superior
1 2 3 4 5
Comments:________________________

4. Administration – how well does the employee perform day-to-day administrative tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff, or equipment?
Unacceptable.......................Superior
1 2 3 4 5
Comments:________________________

5. Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner, and make useful suggestions?
Unacceptable.......................Superior
1 2 3 4 5
Comments:________________________

Part V – Goals/objectives/special assignments

Where goals objectives, projects, special assignments, etc., have been clearly established, progress of these tasks should be evaluated. In cases where special goals or objectives are not appropriate, the supervisor should identify the major duties and/or responsibilities of the job and evaluate the employee accordingly. List and evaluate progress made on major pre-determined goals, objectives, projects, job duties and special assignments used for unsatisfactory progress. Attach additional sheets if necessary.

1. Goal/objective/project/major job duty/special assignments
   Goal........................................Attainment

2. Goal/objective/project/major job duty/special assignment
   Goal........................................Attainment

3. Goal/objective/project/major job duty/special assignment
   Goal........................................Attainment

Part VI – Overall Performance

Use this space to describe the overall performance rating. The overall rating should be a reflection of the performance factors, behavioral traits, and supervisory factors.

Unacceptable.......................Superior
1 2 3 4 5
Comments:________________________
Signatures:

Rater ___________________________ Date ___________________________

Employee _________________________ Date __________________________

Comments: _______________________________________________________

Part VII – To the Employee:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional)(attach additional sheets if necessary):

Signature: __________________________________________ Date: __________________________