



INITIAL EMPLOYMENT EVALUATION

Supervisors are to check the following items when doing the 1st initial employment evaluation upon employee's completion of their first month of employment. Filling out this evaluation involves having the employee show you that they know the procedures. Please submit a completed copy of this sheet with the "Conference Notes" to the Library Director. Give an indication of where more work is required. Use additional paper if needed.

Name of Employee: _____ Date: _____

1. Employee understands what a call number is and knows specific locations of all materials in the branch.

2. Shelving of books is 100% accurate—this requires the supervisor to check on shelving when completed. How long did you check employee's shelving initially?

3. Employee is familiar with and follows opening and closing procedures for the branch.

4. Employee knows how to use the photocopier:
 - a. Enlarging and reducing?
 - b. How to make back to back copies?
 - c. Where the paper goes into the copier?
 - d. How to change the toner?
 - e. Where paper and toner are stored in your branch?

5. Employee knows how to use the fax machine:
 - a. Charges that are made?
 - b. Where and how the paper goes into the fax machine?
 - c. How to change the toner?
 - d. Where paper and toner are stored in your branch?

6. Employee has familiarity with Internet and can do research successfully?

7. If necessary for employee to do e-mail—knows how to access and how to reply? Can they assist customers in setting up an e-mail account?

8. What is employee's capability on the public computers used for word processing? Can they assist customers when they are having problems?

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9. Employee has knowledge of library's automated system? What is their comfort level?

10. Can employee search for items in our database and world catalog and find them successfully?

11. Can employee successfully register borrowers?
 - a. Do they know what constitutes proper ID?
 - b. Do they know what constitutes a non-resident and how to handle the registration?

12. Can employee place a hold for books at your branch, other branches, and libraries in the Evergreen Consortium? How do they handle explanation to the borrower when item is in circulation?

13. Does employee understand the difference between intra-loan and inter-loan? Do they always offer to borrow from other libraries (both our own and/or in-state) if not available at your branch?

14. Does employee know how to answer the telephone? And how to transfer a call, if necessary?

15. What is employee's attitude toward the job?

16. Where does employee feel they need more attention in learning certain skills?

This evaluation was reviewed with the employee on _____ (date).

Supervisor Signature

Employee Signature

Comments: _____
