



**BARRY-LAWRENCE REGIONAL LIBRARY**  
**ANNUAL PERFORMANCE APPRAISAL**  
**Non-Supervisory Library Assistants (Adult/Youth)**  
 (1<sup>st</sup> Annual Evaluation)

Employee Name: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Job Classification: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Branch: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

**Rating System:**

**Fair**—Needs Improvement, more is expected

**Satisfactory**—Fully meets standards

**PART I: JOB RELATED SKILLS AND KNOWLEDGE**

This section is to evaluate how well the employee demonstrates an understanding of the job procedures, methods, process, skills, equipment and materials required to perform the job. Use the comment section to provide specific examples of the employee’s strengths and/or weaknesses or for other appropriate/relevant comments as it relates to each number:

1. **Customer Service**—Manages patron interactions in a polite and professional manner. Is proactive, goes “above and beyond” to provide excellent customer service. Provides information accurately and objectively. Exhibits effective and positive communication skills. Has a professional attitude and dresses appropriately. Supports organizational decisions in a positive and appropriate manner.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

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2. **Job Knowledge**—Demonstrates understanding of the information and responsibilities pertinent to the job classification. Utilizes available technology effectively and efficiently. Continues to learn new skills and expand knowledge. Creatively seeks solutions to problems and thinks outside of the box.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

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3. **Organizational Skills and Productivity**—Plans and prioritizes work effectively. Coordinates, prepares, and presents projects and programs well and follows through with assignments. Produces quality work and a satisfactory quantity of work. Meets deadlines as assigned.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

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4. **Quality of Work Produced**—Employee’s work is accurate, neat, and thorough. Tasks are performed to completion and errors are minimal. Employee’s work and behavior exhibits commitment to the library’s policies, procedures, and goals.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_

5. **Working Relationships**—Employee interacts effectively with library director, supervisor, coworkers, and other internal customers. Maintains a positive and respectful attitude, acts as a team player in terms of cooperative spirit, and exhibits effective and positive communication skills.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_

6. **Reliability**—Dependable. Can be counted on to work as scheduled and/or as needed, is flexible. Meets deadlines within established time frames. Employee complies with the library’s attendance and absenteeism policy.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_

7. **Problem Solving and Decision Making**—Anticipates and identifies problems. Uses logic and sound judgment to solve problems and make decisions.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_

8. **Adaptability**—Employee is able to adjust to a variety of situations and maintains flexibility. Is flexible in adapting to daily work situations.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_

9. **Leadership Skills**—When appropriate and necessary, provides a balance of support and guidance to others. Exhibits initiative and is self-directed. Promotes a positive library image to the community.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_

10. **Professional Development**—Employee has shown initiative in personal work growth and development. Has attended at least one library related webinar, course, workshop, seminar, or conference to improve their work related skills.

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_

## PART II: WORK HABITS

Mark appropriate line.

1. **Attendance or tardiness**—Attitude toward all types of attendance and leave.

\_\_\_\_\_ Very good attendance and punctuality; never abuses leave privileges.

\_\_\_\_\_ Satisfactory attendance; requires no overseeing of leave privilege.

\_\_\_\_\_ Fair attendance; sometimes late or absent.

\_\_\_\_\_ Unsatisfactory attendance; needs improvement.

Comments: \_\_\_\_\_

2. **Communication**—Effectiveness in communicating with others, including library director, supervisor, co-workers, or customers, using both verbal and written skills necessary for the job.

\_\_\_\_\_ Very good; communication skills exceeds expectations.

\_\_\_\_\_ Satisfactory; meets standard communication requirements.

\_\_\_\_\_ Fair; overall communication is good, but there have been a few issues to address.

\_\_\_\_\_ Unsatisfactory; has difficulty communicating in an appropriate manner.

Comments: \_\_\_\_\_

3. **Record Keeping**—The employee's organization, neatness, and timeliness of the required paperwork including timesheets, statistics, ILL requests, etc.

\_\_\_\_\_ Very good; goes above and beyond.

\_\_\_\_\_ Satisfactory; meets the standard requirements.

\_\_\_\_\_ Fair; meets requirements most of the time, but needs to be reminded periodically.

\_\_\_\_\_ Unsatisfactory; needs improvement

Comments: \_\_\_\_\_

## PART III: SUMMARY OF STRENGTHS AND AREAS FOR IMPROVEMENT

1. **Strengths**—List employee's greatest work-related strengths.

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2. **Accomplishments**—List employee's accomplishments for the year, include goal(s) that were successfully completed.

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3. **Improvement Needed**—List areas where improvement is needed, include goal(s) that were not successfully completed.

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**PART IV: GOALS FOR THE COMING YEAR**

To be completed by supervisor and employee during performance appraisal conference review.  
List at least one (no more than two) work related employee goals for the upcoming year.

**Goal 1:**

**Goal 2:**

**PART V: COMMENTS**

To be completed by supervisor and employee during performance appraisal conference review.

**Employee Comments:**

**Supervisor Comments:**

**PART VI: ACKNOWLEDGMENT AND SIGNATURES**

I have reviewed this performance appraisal and have discussed the contents with my supervisor. My signature indicates that I have been advised of my performance and does not necessarily imply my agreement. I completely understand its contents.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Director Comments:**

