



BARRY-LAWRENCE REGIONAL LIBRARY
ANNUAL PERFORMANCE APPRAISAL
Non-Supervisory Library Assistants (Adult/Youth)
 (Annual Evaluation—years 2-5)

Employee Name: _____

Date of Review: _____

Job Classification: _____

Date of Hire: _____

Branch: _____

Evaluated by: _____

Full Time: _____ Part Time: _____

PART I: JOB RELATED SKILLS AND KNOWLEDGE

Evaluates how well the supervisor demonstrates an understanding of the job procedures, methods, process, skills, equipment and materials required to perform his/her job. Use the comment section to provide specific examples of the supervisor's strengths and/or weaknesses or for other appropriate/relevant comments as it relates to the specific job related skill and/or knowledge.

Rating: **XP**—Expert Performance, **RM**—Role Model Performance, **EP**—Expected Performance,
PI—Performs Inconsistently, **NP**—Does Not Perform

	XP	RM	EP	PI	NP
Customer Service					
Job Knowledge					
Organizational Skills and Productivity					
Quality of Work					
Working Relationships					
Reliability					
Problem Solving and Decision Making					
Adaptability					
Leadership Skills					
Professional Development					

Comments: _____

PART II: WORK HABITS

Rating: **VG**—Very Good, **S**—Satisfactory, **F**—Fair, and **U**--Unsatisfactory

	VG	S	F	U
Attendance				
Communication				
Record Keeping				

Comments: _____

PART III: SUMMARY OF STRENGTHS AND AREAS FOR IMPROVEMENT

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

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

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

PART IV: GOALS FOR THE COMING YEAR

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

1. 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 the director. 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: _____

Additional Comments:

