



**BARRY-LAWRENCE REGIONAL LIBRARY
ANNUAL PERFORMANCE APPRAISAL
Non-Supervisory Library Assistant**

Employee Name: _____

Date of Review: _____

Job Classification: _____

Date of Hire: _____

Branch: _____

Evaluated by: _____

Full Time: _____ Part Time: _____

Rating System:

Satisfactory—Fully meets standards

Fair—Needs Improvement, more is expected

PART I: PERFORMANCE STANDARDS

Service to customers, co-workers and volunteers:	Satisfactory	Fair
● Greets all customers in a friendly, respectful, and professional manner. Provides excellent customer service.		
● Puts service above any personal interests or activities while on duty.		
● Respects confidentiality rights of customers.		
● Exhibits commitment to library's policies, procedures, and goals.		
● Implements appropriate use of technology.		
● Is attentive to other's comments and when applicable refers comments and/or complaints to the supervisor and/or library director.		
● Provides information accurately and objectively.		

Comments: _____

Personal attributes and development	Satisfactory	Fair
● Adapts to change.		
● Takes responsibility for learning updated internal procedures.		
● Provides consistent service at the circulation/information desk.		
● Communicates clearly and honestly.		
● Exhibits a cooperative team spirit.		
● Uses library-provided means for continuing education or training.		
● Has a confident attitude and promotes a positive library image to the community.		

Personal attributes and development (continued)	Satisfactory	Fair
● Exhibits initiative and is self-directed		
● Is accurate, neat, and thorough.		
● Dependable. Works as scheduled, is flexible when needed, and complies with the library's attendance and absenteeism policy.		
● Uses logic and sound judgment to solve problems and make decisions.		
● Is neat, organized, and timely with required paperwork including timesheets, statistics, ILL requests, etc.		

Comments: _____

Specific Job Knowledge and Skills	Satisfactory	Fair
● Knows and demonstrates individual job responsibilities.		
● Plans time to meet obligations and specified deadlines.		
● Provides a high quality of work.		
● Accepts responsibility of special assignments.		
● Is accurate and pays attention to detail.		
● Utilizes available technology effective and efficiently.		

Comments: _____

PART II: 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 III: 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 IV: COMMENTS

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

Employee Comments:

Supervisor Comments:

PART V: 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:

