



Performance Evaluation Form - Expanded Version

Name:	Title:	ID No.:
Library/Department:	Time in Present Pos.:	Length of Service:
Evaluation Period:	Evaluator:	

Part A: Employee to Complete and Return to the Evaluator by:

A1. Score yourself using the 1-5 Performance Rating Scale. (See also: *Description of Performance Factors*)

<u>Performance Factor</u>	<u>Score</u>	<u>Comments</u>
1. Quality of work		
2. Productivity		
3. Knowledge of the job		
4. Adaptability		
5. Dependability		
6. Initiative & resourcefulness		
7. Judgment & policy compliance		
8. Interpersonal relations & customer service		
9. Attendance		
10. Safety and security		
Supervisory Employees	11. Leadership ability	
	12. Staff appraisal & development	
	13. Planning & organization	
	14. Communication skills	

A2. List the 3-5 objectives you set out to achieve in your position during the time period covered in this evaluation. Score your performance in reaching these objectives using the 1-5 Performance Rating Scale.

<u>Objective</u>	<u>Score</u>	<u>Comments</u>

A3. Set at least three goals/objectives that you would like to focus on during the next evaluation period.

Part B: Evaluator to Complete Prior to the Evaluation Meeting

B1. Score the employee using the 1-5 Performance Rating Scale. (See: <i>Description of Performance Factors</i>)		
<u>Performance Factor</u>	<u>Score</u>	<u>Comments</u>
1. Quality of work		
2. Productivity		
3. Knowledge of the job		
4. Adaptability		
5. Dependability		
6. Initiative & resourcefulness		
7. Judgment & policy compliance		
8. Interpersonal relations & customer service		
9. Attendance		
10. Safety and security		
Supervisory Employees	11. Leadership ability	
	12. Staff appraisal & development	
	13. Planning & organization	
	14. Communication skills	

**Review A1 and note points of significance and areas for discussion in Evaluation Meeting.*

B2. List the 3-5 main performance objectives for the employee during the time period covered in this evaluation (carried over from Supervisory Checklist or previous evaluation). Score their performance in reaching these objectives using the 1-5 Performance Rating Scale.

<u>Objective</u>	<u>Score</u>	<u>Comments</u>

Review A2 and note points of significance and areas for discussion in Evaluation Meeting.

B3. List at least 3 goals/ objectives you would like to set for the employee for the next evaluation period.

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**Review A3 and note points of significance and areas for discussion in Evaluation Meeting.*

Part C: To Be Completed by Evaluator during the Evaluation Meeting

C1. Review, compare, and discuss entries A1 and B1. When scores differ, briefly discuss rationale. Clarify performance expectations, if necessary. Summarize discussion.

C2. Review, compare, and discuss entries A2 and B2. When scores differ, briefly discuss rationale. Clarify performance expectations, if necessary. Summarize discussion.

C3. Review, compare, and discuss entries A3 and B3. Set at least 3 clear goals/objectives for employee during next evaluation period. Discuss expectations and standards for completion.

C4. Discussion Points

a. Discuss and agree upon (as far as possible) the skills, capabilities and experience required for competence in current role and recommend tools to help employee reach or exceed expectations in current position.

b. Discuss employee's career direction and wishes, and agree upon (as far as possible) specific objectives that will enable the employee to advance, or achieve readiness for other positions, and/or to achieve the desired personal growth or experience.

Part D: To Be Completed at Conclusion of Evaluation Meeting

<u>Overall Score</u>	<u>Final Comments</u>

Employee Signature:	Date:
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Evaluator Signature:	Date:
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Distribution of Copies: <input type="checkbox"/> Personnel File (original) <input type="checkbox"/> Employee <input type="checkbox"/> Evaluator <input type="checkbox"/> Other_____
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