Goal: To understand each employee's strengths, value their contributions, and help employee see and realize their fullest potential.

Employee: ________________________
Position: __________________________

Year Ending: __________

Quarterly Feedback sessions occurred on: ____________________
__________________
__________________

Evaluation scale: I = Improvement Needed
M = Meets Expectation
E = Exceeds Expectation

Section I – General Review of Performance (for previous period)

A. List significant job duties that were assigned. Include comments that outline the activities (outputs) and document the accomplishments (outcomes).

Job Duty 1: ________________________
Comments: ________________________
Job Duty 2: I M E
Comments:

Job Duty 3: I M E
Comments:

Job Duty 4: I M E
Comments:

Job Duty 5: I M E
Comments:

B. Attributes: Provide feedback on general attributes. Include comments that document the accomplishments (outcomes).

Attendance (check one)

☐ (E) Is rarely absent for scheduled work and is usually available for additional work when needed.

☐ (M) Is usually at work when scheduled. May or may not be available for additional work when needed.

☐ (I) Is frequently absent when scheduled for work or is frequently unavailable when needed.

Comments:

Punctuality (check one)

☐ (E) Is very rarely late for work with or without justifiable cause.

☐ (M) Is usually on time for work.

☐ (I) Is often late for work with or without justifiable cause.

Comments:
Work Knowledge (check one)

☐ (E) Demonstrates a comprehensive understanding of all phases of the job; very rarely makes mistakes or needs reminding.

☐ (M) Displays a general understanding of the job; seldom makes mistakes.

☐ (I) Has a minimal understanding of the job; routinely repeats mistakes and needs to be reminded of changes.

Comments:

Appearance (check one)

☐ (E) Always maintains a neat, clean, and orderly work area (in van and in building) and personal appearance; dresses appropriately.

☐ (M) Generally maintains a neat, clean, and orderly work area (in van and in building) and personal appearance; dresses appropriately.

☐ (I) Sometimes is untidy and careless in maintaining personal appearance and/or work area which inhibits performance.

Comments:

Safety (check one)

☐ (E) Always carries out duties in a safe manner; anticipates possible safety hazards, takes preventative actions, and makes recommendations which encourage safety.

☐ (M) Carries out duties in a safe manner.

☐ (I) Is not always careful in carrying out duties.

Comments:
Internal Relationships and Support

Evaluation Definitions
(E) Requires examples of the employee going above and beyond what is required.

(M) Does what is expected and has minimal or no situations where the employee went over and above what was expected.

(I) There have been situations when the employee is having problems, has had to be counseled, or otherwise demonstrated a unwillingness to behave in an acceptable manner.

Has constructive and cooperative working relationship with supervisor and other internal staff. IME

Comments:

Is adaptable and flexible in adjusting to changes in priorities. IME

Comments:

Takes the initiative to make recommendations to reduce costs and/or improve the quality of service being provided. IME

Comments:

Service to member libraries

Has constructive and cooperative working relationship with staff from member libraries and others. IME

Comments:

Provides responsive, courteous and effective service to members. IME

Comments:
Maintains positive and professional language and demeanor.

Comments:

C. Overall Assessment:

Comments:

Section 2 – Review of Job Description

The job description has been reviewed

___There are no recommended changes

___There are recommended changes

A. Additions or modifications to the job descriptions include:

B. Deletions to the job description include:

I have reviewed the Annual Summary:

_________________________________________ Date

Director

_________________________________________ Date

Executive Director
I have participated in AND discussed the contents of this Annual Summary with the employee:

Additional Comments:

Manager ___________________________ Date ____________

I have participated in this Annual Performance Management Feedback and have reviewed the Annual Summary:

Additional comments:

Employee ___________________________ Date ____________