



**Draft Performance Management Feedback Program
General
Annual Summary**

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

Employee: _____ **Position:** _____

Status: Full-time ___ Part-time___ **Year Ending:** _____

Quarterly Feedback sessions occurred on: _____

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

Section I – Review of Performance (from previous period)

A. Goals- Identify 5-7 goals previously established that supported the IHLS Strategic Plan. Include comments that outline the activities (outputs) and document the accomplishments (outcomes).

Goal 1	I	M	E
Comments:			

Goal 2	I	M	E
Comments:			

Goal 3	I	M	E
Comments:			

Goal 4
Comments:

I M E

Goal 5
Comments:

I M E

B. Competencies and Attributes: Identify 5-7 job specific competencies required to be successful in this position. Then provide feedback on general IHLS attributes. Include comments that outline the activities and document the accomplishments.

Competencies:

1.
Comments:

I M E

2.
Comments:

I M E

3.
Comments:

I M E

4.
Comments:

I M E

5.
Comments:

I M E

Attributes

Internal Relationships and Support

Is thorough in evaluating issues which leads to responsible decisions made in a timely and effective manner.

I M E

Is adaptable and flexible when adjusting to changes in priorities

I M E

Is dependable and reliable in getting the job done and willingly accepts and carries out assignments.

I M E

Willingly shares information and knowledge. Actively participates in IHLS decision making.

I M E

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

I M E

Comments:

Service to member libraries

Develops constructive and cooperative working relationships with internal staff, staff from member libraries, and others.

I M E

Provides responsive, courteous and effective service to members.

I M E

Maintains positive and professional language and demeanor.

Comments:

I M E

Professional Development

Research, and study and/or attend workshops and conferences to maintain awareness of new trends, resolve issues, identify best practices, and to be more efficient and effective.

I M E

Comments:

C. Overall Assessment:

I M E

Comments:

Section 2 – Goals for the next 12- month period.

A. IHLS Goals- Identify 5-7 goals for the next 12-month period that support the Strategic Plan of IHLS and how they advance the Mission, Goals, and Values of IHLS. Discuss and identify methods to evaluate the accomplishment of activities and accomplishments of each goal.

**Goal 1:
Comment:**

**Goal 2:
Comment:**

**Goal 3:
Comment:**

**Goal 4:
Comment:**

**Goal 5:
Comment:**

B. Professional Growth & Development Goals- Identify goals designed to increase productivity, enhance the service provided, or prepare for future IHLS needs and the needs of our member libraries.

**Goal 1:
Comment:**

**Goal 2:
Comment:**

**Goal 3:
Comment:**

**Goal 4:
Comment:**

Section 3 – 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

Director

Date

Executive Director

Date

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

Additional Comments:

Supervisor/Manager

Date

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

Additional comments:

Employee

Date