

# Paulding County (Ohio) Carnegie Library

## Employee Evaluation Report

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Date of this evaluation: \_\_\_\_\_  
Person conducting evaluation: \_\_\_\_\_  
Employee name: \_\_\_\_\_  
Current Job Title: \_\_\_\_\_  
Current Job Assignment: \_\_\_\_\_  
Date Hired: \_\_\_\_\_  
Current Hourly Wage: \_\_\_\_\_

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### Purpose of the Evaluation:

The primary purpose of this evaluation is to provide a point of reference for administration and supervisors to identify strengths and weaknesses in the employee. A secondary purpose is to give the employee an opportunity to review and discuss his/her employment activities at the library. It is to be used as a tool for self introspection and reflection on the way the employee performs his/her duties, interacts with the public and with fellow employees and administration. The evaluation will include three main components: Customer Service, Team-Work and Knowledge of Library Policies & Procedures. Specific areas of concern may be addressed and a plan of action established.

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**Job Duties:** *The employee and supervisor shall list typical duties required by this job.*

### For the supervisor

**Special Duties and/or Talents:** *List duties/talents the employee performs or shares with the library that are outside the scope of normal job duties.*

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**Overall, how does the employee perform their assigned duties:** *If an employee needs to improve in an area, please clarify.*

- Meets expectations in all areas of job duties.
- Exceeds expectations in all areas of job duties.
- Needs improvement in the following areas of job duties:

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**How would you rate this employee's working relationship with co-workers and administration?**

- Cooperative
- Needs Improvement (*Clarify, i.e.: At times can be rude, impatient, insubordinate, etc.*)

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**Overall, how would you describe this employee's relationship with the public?**

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**Overall, how does the employee perform their assigned duties:** *If an employee needs to improve in an area, please clarify.*

- Meets or Exceeds expectations in all areas of job duties.
  - Meets expectations in most areas of job duties.
  - Needs improvement in the following areas of job duties:
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## Customer Service

To be filled out by Supervisor and Employee together. The employee being evaluated should be rated on how well they interact with the public.

<b>Prompt Greeting of Customer</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
<b>Courtesy</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
<b>Approachable &amp; Friendly</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
<b>Interprets Library Policy</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
<b>Respectful &amp; Equal Treatment</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
<b>Overall Interaction</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement

If rated "Needs Improvement", outline possible strategies for improvement:

## Teamwork

To be filled out by Supervisor and Employee together. The employee being evaluated should be rated on how well they interact with their co-workers and operate as a member of a "team".

<b>Recognizes PCCL as a system</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
<b>Attendance</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
<b>Helpfulness</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
<b>Flexible in Scheduling</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
<b>Respectful</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
<b>Overall Interaction</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement

If rated "Needs Improvement", outline possible strategies for improvement:

## Knowledge of Library Practices, Policies, Procedures

To be filled out by Supervisor and Employee together. The employee being evaluated should be rated on how well they understand, interpret and demonstrate library practices, policies and procedures.

<b>Knowledge of Policies</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
<b>Circulation of Materials</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
<b>Placing Holds, ILL, MO.R.E., etc.</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
<b>Ability to Make Decision for Special Cases</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
<b>Collects fines and fees</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
<b>Overall Knowledge</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement

If rated "Needs Improvement", outline possible strategies for improvement:

## For the Employee

If your co-workers had to choose three words to describe your job skills, what words would they choose?

If your co-workers had to choose three words to describe your relationship with them, what words would they choose?

Where do you see yourself in five years?

What are some positive things you can say about working at the library?

### Supervisors — rate your employee in the following areas:

Cooperation	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
Time Management	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
Attitude	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
Initiative	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
Dependability	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
Work Habits	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement
Appearance	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Needs Improvement

### Employee Comments

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_