

Paulding County Carnegie Library

Employee Evaluation Report

Employees will be evaluated on their anniversary date and any recommended increase (not exceeding 3%) will be retroactive to that date.

Date of this Evaluation: _____
Person Conducting Evaluation: _____
Employee Name: _____
Current Job Title: _____
Current Job Assignment: _____
Date Hired: _____
Current Hourly Wage: _____



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
- give the employee an opportunity to review and discuss his/her employment activities at the library
- 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
- determine whether or not the employee meets criteria for an adjustment to wages based on performance and/or merit

Part 1. Public Service

Attendance/Dependability (i.e. Employee clocks in on time and is ready to start work. Employee's absenteeism is low.)

Notation needed for "Does Not Meet" or "Exceeds"

- Does Not Meet Expectations
- Below Expectations
- Approaches Expectations
- Meets Expectations
- Above Expectations
- Exceeds Expectations

Computer and Emerging Technology Skills: (i.e. Employee is able to accurately assist patrons on a number of computer platforms as well as use of gadgets and new technologies.)

Notation needed for "Does Not Meet" or "Exceeds"

- Does Not Meet Expectations
- Below Expectations
- Approaches Expectations
- Meets Expectations
- Above Expectations
- Exceeds Expectations

Language/Communication: (i.e. Employee is able to communicate respectfully and use proper grammar.)

Notation needed for "Does Not Meet" or "Exceeds"

- Does Not Meet Expectations
- Below Expectations
- Approaches Expectations
- Meets Expectations
- Above Expectations
- Exceeds Expectations

Problem Solving and Use of Good Judgment: (i.e. Employees exhibit sound and friendly problem-solving skills and uses good judgment when waiving fines and solving conflicts.)

Notation needed for "Does Not Meet" or "Exceeds"

- Does Not Meet Expectations
- Below Expectations
- Approaches Expectations
- Meets Expectations
- Above Expectations
- Exceeds Expectations

Follows Instructions and Directives: (i.e. Employee follows directives and instructions given by supervisor and/or Director.)

Notation needed for "Does Not Meet" or "Exceeds"

- Does Not Meet Expectations
 - Below Expectations
 - Approaches Expectations
 - Meets Expectations
 - Above Expectations
 - Exceeds Expectations
-

Approachability and Customer Service: (i.e. Employee greets each customer promptly with a smile, does not ask customer to wait while they finish a project, looks up from computer, does not use sarcasm, gives customer attention, follows up with patrons ensuring they have everything they need, etc.)

Notation needed for "Does Not Meet" or "Exceeds"

- Does Not Meet Expectations
 - Below Expectations
 - Approaches Expectations
 - Meets Expectations
 - Above Expectations
 - Exceeds Expectations
-

Library Policies and Procedures:

- Does Not Meet Expectations
- Below Expectations
- Approaches Expectations
- Meets Expectations
- Above Expectations
- Exceeds Expectations

Notation needed for "Does Not Meet" or "Exceeds"

Cash Handling:

Notation needed for "Does Not Meet" or "Exceeds"

- Does Not Meet Expectations
- Below Expectations
- Approaches Expectations
- Meets Expectations
- Above Expectations
- Exceeds Expectations

Part 2. Employee Performance

Patron Interaction:

- Below Expectations
 - Meets Expectations
 - Exceeds Expectations
-

Productivity:

- Below Expectations
 - Meets Expectations
 - Exceeds Expectations
-

Programs & Displays:

- Below Expectations
 - Meets Expectations
 - Exceeds Expectations
-

Continued on next page.

Part 2. Continued.

Circulation of Materials & Readers' Advisory:

- Below Expectations
- Meets Expectations
- Exceeds Expectations

Time Management:

- Below Expectations
- Meets Expectations
- Exceeds Expectations

Adaptability:

- Below Expectations
- Meets Expectations
- Exceeds Expectations

Teamwork:

- Below Expectations
- Meets Expectations
- Exceeds Expectations

Communication:

- Below Expectations
- Meets Expectations
- Exceeds Expectations

Training:

- Below Expectations
- Meets Expectations
- Exceeds Expectations

Part 3: Supervisor Determinations

Customer Service

To be determined by the Supervisor. The employee being evaluated should be rated on how well they interact with the public.

- | | | | | |
|---|------------------------------------|-------------------------------|-------------------------------|--|
| Prompt Greeting of Customer | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Needs Improvement |
| Courtesy | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Needs Improvement |
| Approachable & Friendly | <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 |
| Respectful & Equal Treatment | <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 determined by the Supervisor. The employee being evaluated should be rated on how well they interact with their co-workers and operate as a member of a "team".

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

Continued on next page.

Knowledge of Library Practices, Policies, Procedures

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

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

Part 4: For the Employee

If your co-workers had to choose three attributes to describe working with you, what would they be?

Bring your Self-Directed Learning Log to the Evaluation Interview and be prepared to discuss what you have learned.

Employee has log: Yes No

(Supervisors: The Log should be photocopied and attached to this evaluation. Return the Log to the employee.)

Notes on Training:

Employee Comments:

Signature of Employee _____ Date _____

Signature of Evaluator _____ Date _____

Signature of Director _____ Date _____

*A copy of this evaluation will be placed in the employee's personnel file.
It may not be photocopied and may not be removed from the personnel file.*

Administration Use Only Below.

Employee Recommended for Merit Increase on Employment Anniversary Date:

- Yes
 No

If Yes, percentage of increase:

Board approval is required for any recommendation over 3%.

Paulding County Carnegie Library

205 S. Main Street Paulding, Ohio 45879

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Revised: March 2017