

LIBRARY DIRECTOR EVALUATION – 3 MONTH REVIEW

EVALUATION PROCESS: Determine the degree of accomplishment based on expected performance of the job description.

GUIDELINES: The Trustees will complete this form and review the evaluation with the Library Director.

1. The Library Director will know the standards against which she/he will be evaluated.
2. An evaluation will occur at least once a year.
3. Both parties will prepare for the evaluation—the Library Director by conducting a self-evaluation using this form and the Board of Trustees by examining various sources of information relating to the individual's performance as itemized on this form.
4. The evaluations should include a discussion of strengths as well as areas for improvement. Rational, objective, and quantifying evidence should support each judgment on the evaluation.

PROFESSIONAL BEHAVIOR

1. Organizes work well

COMMENTS:

2. Shows initiative

COMMENTS:

3. Meets deadlines

COMMENTS:

4. Shows enthusiasm

COMMENTS:

5. Motivates staff

COMMENTS:

6. Receptive to new ideas

COMMENTS:

7. Delegates responsibility

COMMENTS:

8. Uses time efficiently

COMMENTS:

9. Accepts criticism

COMMENTS:

10. Works well with others

COMMENTS: