

Appendix F

SELF-EVALUATION FORM

1. What aspect of your present job gives you the most satisfaction?
2. What aspect of your present job gives you the least satisfaction?
3. What further training or changes in working conditions would help to improve your work performance and how can we assist?
4. Are you provided with enough information about the library's activities to be able to improve your job satisfactory. If not, what do you lack?
5. What do you see as your strengths and your present position?
6. What areas of your performance do you want to improve? (Consider inter-personal relationships, team work, programming, supervisory skills, administrative skills, report writing, communications, punctuality and others). What are your plans to strengthen these areas?
7. Do you have any other comments on your progress and development?
8. List goals?

If sufficient space for your comment and goals has not been provided, please add on another sheet(s). Your thoughts and opinions are important.

Date: _____ Employee Signature: _____