

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

APPENDIX G

(Policy 502)

PERFORMANCE APPRAISAL

Name: _____

Position: _____

Appraisal Period: _____ to _____

Evaluation of an employee's performance must be conducted in an atmosphere of trust, confidence and support. They are to be open, honest and concise. The evaluation shall be used to assist in any wage negotiations or grid movement, disciplinary action or promotion.

PERFORMANCE LEVEL DEFINITIONS:

- 1. Unsatisfactory:** Potential for improvement must be evident.
- 2. Acceptable:** Reasonable results in general, but obvious room for improvement.
- 3. Satisfactory:** General level of performance substantially meets expectations

N/A: Not Applicable

While the following is not a complete list of all the criteria that constitutes an effective employee, it is intended to provide guidelines. These guidelines should assist employees in determining performance expectations. The criteria are not in rank order.

PERFORMANCE OF DUTIES

- ___ completes assigned duties
- ___ plans and organizes work
- ___ works with minimum supervision
- ___ adapts to changing work demands
- ___ performs work accurately
- ___ completes duties in a timely fashion
- ___ initiative (thinks constructively and makes suggestions)
- ___ creativity (has new ideas and finds new and better ways of doing things)
- ___ receptive to suggestions
- ___ ensures work area is orderly and clean

COMMENTS: _____

JOB KNOWLEDGE/SKILLS

- ___ demonstrates knowledge required to perform primary functions
- ___ understands and complies with accepted operational methods and procedures
- ___ demonstrates operational knowledge of required tools/machinery/equipment
- ___ typing/word processing skills: accuracy and neatness
- ___ composition skills, letters, reports, minutes
- ___ filing skills, storage and retrieval
- ___ telephone skills: efficiency and manner
- ___ stats and record keeping

COMMENTS

INTERPERSONAL SKILLS

- ___ responds to board’s directions
- ___ delegates to other staff effectively
- ___ communicates effectively to and with Board
- ___ communicates effectively to and with other staff
- ___ communicates effectively to and with the public (able to respond in an appropriate, clear concise, business like manner)

COMMENTS

PERSONAL & GENERAL CONDUCT

- ___ attendance (is faithful in coming to work daily and conforms to work hours)
- ___ reliability (follows through on assignments and instruction)
- ___ stability (able to withstand pressure and remain calm in crisis situations)
- ___ is progressive in attitude and action
- ___ efforts towards self improvement
- ___ displays good grooming and appropriately dressed for the position

COMMENTS

TRAINING & DEVELOPMENT

What training and development has the employee undertaken to improve his/her skills since the previous evaluation and what would be beneficial in the future?

Identify any outstanding qualities and/or areas of improvement not indicated elsewhere in this report.

OVERALL COMMENTS

This rating is based on my observation and/or knowledge of this employee’s work and represents my best judgment of this person’s performance.

Rated by: _____
Name & Signature **Date**

**Employee’s
Comments** _____

I have been made aware of the Board’s comments and recommendations. My signature on this document does not mean I agree or disagree with the information but appears as a matter of record that I have been made aware of this information. I have the right to add any additional information I wish to this appraisal. A copy of the completed form is available to me upon request. I confirm that the “Questionnaire Goal Setting Session” has been completed in conjunction with this performance appraisal.

Employee Signature **Date**

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Date Approved: November 14, 2012
Date to Review: March 18, 2023