

Lib-05-006

**Section: Tofield Municipal Library Staff**

**Title: Performance Reviews**

Approval Signature: \_\_\_\_\_  
\_\_\_\_\_, Chair, Tofield Library Board  
Latest Revised Date: \_\_\_\_\_

1. The Board believes that the staff performance review is a powerful tool for motivating and encouraging staff members to be productive contributors to the operation of the library.
2. The Board also believes the review process as an on-going, positive event that allows them and the library manager to increase communication, establish clear expectations, reinforce good performance, improve unsatisfactory performance, and foster a spirit of cooperation and teamwork.
3. The Board and the library manager understand that this is one of the few times that a staff member and the manager get to talk about 'this' staff member and his or her work. The performance review is a chance to talk about what is going well and what can be done better. It is a chance to set goals and plan the employee's development. It is a chance to have a positive discussion about the future.
4. Each staff member, whether an employee of the Board or a volunteer under the direction of the manager, will receive an appraisal of their work performance on an annual basis.
5. Written evaluations will be given to employees by the manager and reviewed by the board.
6. Oral evaluations will be given to library volunteers by the manager or the direct supervisor.
7. The first performance review for all staff members will take place as soon as possible after the end of the probationary period.