

# Vilna & District Municipal Library Board Policy Manual

## APPENDIX G Policy 502 Performance Appraisal

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Appraisal Period: \_\_\_\_\_

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. Fully Satisfactory: Performance levels are above expectation.
4. Superior: Performance levels are *well* above expectations.
5. Outstanding: Performance levels are exceptional.
6. N/A: Not applicable.

While the following is not a complete list of all criteria which 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.

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**Date to be Reviewed: January, 2024**

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### **Performance of Duties:**

- \_\_\_\_\_ completes assigned duties in a timely manner.
- \_\_\_\_\_ plans and organizes work with an effective use of time.
- \_\_\_\_\_ works with minimum supervision.
- \_\_\_\_\_ performs work accurately.
- \_\_\_\_\_ initiative, thinks constructively, and makes suggestions.
- \_\_\_\_\_ creativity, has new ideas, finds new and better ways to do things.
- \_\_\_\_\_ receptive to suggestions.
- \_\_\_\_\_ ensures work area is orderly and clean.

Comments:

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### **Job Knowledge/Skills:**

- \_\_\_\_\_ demonstrates knowledge to operate Polaris
- \_\_\_\_\_ understands and complies with accepted operational methods and procedures
- \_\_\_\_\_ demonstrates operational knowledge of required tools/machinery/equipment
- \_\_\_\_\_ typing/word processing skill: accuracy and neatness
- \_\_\_\_\_ composition skills, letters, reports, minutes
- \_\_\_\_\_ filing skills, storage, and retrieval
- \_\_\_\_\_ telephone skills: efficiency and manners
- \_\_\_\_\_ statistics and record keeping
- \_\_\_\_\_ basic computer and internet knowledge

Comments:

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### **INTERPERSONAL SKILLS:**

- ☐ responds to Board's direction
- ☐ 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, businesslike manner)

Comments:

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### **PERSONAL & GENERAL CONDUCT:**

- ☐ attendance (is faithful in coming to work 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
- ☐ puts an effort towards self-improvement
- ☐ displays good grooming and is appropriately dressed for the position

Comments:

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### **TRAINING & DEVELOPMENT**

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

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

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### **OVERALL COMMENTS:**

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

Rated by: \_\_\_\_\_ Date: \_\_\_\_\_

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Employee’s Comments:

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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 it appears as a matter of record, that I have been made aware of the information. I have the right to add any additional information that 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 his performance appraisal.

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Employee’s Signature	Date

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