

COUNTY OF THORHILD #7 LIBRARY BOARD POLICY MANUAL

Category: Personnel

Policy Number: 503

Title: Performance Appraisal for Employees

Policy Statement: All employees of the Libraries shall be evaluated at least on a biennial (every two years) basis according to the goals set out under the job requirements.

Guidelines and Procedures:

1. Staff shall complete a goal setting exercise (Appendix F) and submit it to the committee at the last regular board meeting prior to his/her anniversary date.
2. At this board meeting, a committee of two shall be struck to fill out a performance appraisal (Appendix G) and set a date for meeting with the staff member.
3. The committee will meet at least two weeks prior to conferring with the staff member.
4. Their evaluation shall be provided to the staff member at least one week prior to said meeting.
5. Any training recommended by the board will be discussed at the time of appraisal.

Policy #503
Performance Appraisal

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Appendix D Goal Setting Questionnaire (To be completed in conjunction with Performance Appraisal)

Name: _____ Date: _____

Position: _____

Please take the time to answer the following questions. Be as honest as you can giving each item serious thought. Bring this form to your performance appraisal.

What do you like the most about your job?

- _____
- _____
- _____

What would you change about your job?

- _____
- _____
- _____

What is most important to you in your current position?

- _____
- _____
- _____

Complete the following sentence: " If I were on the Library Board I would..."
(list changes that you would make)

- _____
- _____
- _____

Appendix D
Goal Setting Questionnaire

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List 6 personal goals that you will strive to accomplish in the upcoming year (these must have some relation to your position with the Library)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Indicate what you feel you need to be more effective at your job. – does this serve a purpose? Could it not be included above?

- _____
- _____
- _____

Identify any areas of improvement you see in yourself and method of corrections.

- _____
- _____
- _____
- _____
- _____
- _____
- _____

List what you see to be your strengths as they relate to your position.

- _____
- _____
- _____

Employee

Board Chairperson

Appendix D
Goal Setting Questionnaire