

Winnetka-Northfield Public Library District
Performance Evaluation



Employee Name:

Supervisor Name:

Job title:

Review period

☐ 6-month review **Select Date**

☐ Performance coaching/improvement from **Select Date** to **Select Date**

☐ Annual review from **Select Date** to **Select Date**

For each competency/skill area, provide specific examples of performance of the employee's job functions and responsibilities during the review period.

COMMUNICATION

- Communicates clearly, effectively and concisely in written and verbal forms with patrons, staff and others.
- Actively listens to others' ideas and perspectives.
- Communicates with tact and maintains respect for the diverse communication styles of others.
- Expresses thoughts and ideas effectively in groups and one-to-one conversations.

Employee Self-Assessment

Supervisor Evaluation

COLLABORATION

- Actively builds positive relationships when working with patrons, staff and others.

- Makes contributions to help achieve the library's goals.
- Shows respect for others and values their time and contributions.
- Works productively with others to resolve problems or conflict situations.

Employee Self-Assessment

Supervisor Evaluation

FLEXIBILITY

- Displays open mindedness towards change, challenges and ideas.
- Adapts behavior and work methods to respond in a timely manner.
- Reacts positively to new information, changing conditions or unexpected obstacles.

Employee Self-Assessment

Supervisor Evaluation

SERVICE and INNOVATION

- Positively represents the library by performing high quality work.
- Demonstrates commitment to ongoing development on the job.
- Actively pursues improved ways of accomplishing tasks or supporting the library's goals.

- Demonstrates intellectual curiosity and generates constructive ideas and creative solutions to problems.

Employee Self-Assessment

Supervisor Evaluation

ACCOUNTABILITY

- Works productively and effectively.
- Achieves high quality results within required time frames.
- Is proficient in using current tools and technology required for the position.
- Maintains quality of work while balancing multiple tasks or priorities.
- Accepts responsibility for and takes ownership of all duties.

Employee Self-Assessment

Supervisor Evaluation

KEY ACCOMPLISHMENTS and OTHER CONSIDERATIONS

Describe key accomplishments and specific examples of performance of essential job functions, if not already provided above.

Employee Self-Assessment

Supervisor Evaluation

OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT or AREAS OF NEEDED IMPROVEMENT
Describe job functions, responsibilities, competencies or skill areas that are opportunities for continuing job growth or professional development. Address areas of needed improvement in what is accomplished or how work is accomplished.
Employee Self-Assessment
Supervisor Evaluation

I prepared the information shown above as Employee Self-Assessment. My supervisor has reviewed this document with me. My signature does not imply full agreement with the contents of the evaluation, but it does indicate that I have reviewed the contents with my supervisor. I understand that a copy of this document will be placed in my personnel folder.

_____ Employee Signature	Select Date _____ Date signed
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Employee Comments following performance discussion (OPTIONAL)

SUMMARY OF PERFORMANCE: The supervisor will select one statement that summarizes this employee's performance over the review period.

☐ **Far Exceeds Expectations:** Consistently exceeds performance expectations for the position, with exceptional quality of work overall. Not only significantly contributes but drives the success of services and projects in the library.

☐ **Consistently Exceeds Expectations:** Performance regularly matches and frequently exceeds expectations. Significantly contributes to the success of services and projects.

☐ **Strong Performance:** Consistently meets and may occasionally exceed job requirements. Overall work is of high quality. Any occasional performance concerns are resolved through self-initiative and through coaching and feedback appropriate for this employee's position.

☐ **Needs Improvement:** Does not consistently meet expectations for the position. While employee may perform acceptably in some areas, overall performance needs improvement. Failure to demonstrate improvement may result in a performance improvement plan.

☐ **Basic Requirements Not Met:** Performance is below basic requirements for the position. Performance improvement plan must be put in place, and immediate and sustained improvement is required. Failure to fulfill improvement plan may result in additional action.

Supervisor Signature

Select Date _____
Date signed

Employee signature

Select Date _____
Date