Library Assistant Evaluation Form

**Employee Name:** […] **Evaluation Period:** […]

**Evaluator:** […] **Title**: […]

**Rating scale:**

Exceeds expectations (E)

Meets expectations (M)

Below expectations (B)

**Instructions**: Use the above rating scale and the descriptors to rate each performance criterion.

*Insert comment below the responsibility if rating is E or B.*

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**Rating**

* + - Maintains proper order of in-house collection
    - Process materials
    - Manages circuit items and interlibrary loans
    - Creates flyers for library programs
    - Maintains library website
    - Assists patrons
    - Displays professional interactions with coworkers, supervisors, and library patrons
    - Demonstrates effective and positive communications with all persons with whom they have contact

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| --- |
| **General comments** |
| **Employee comments** |
| **Overall performance rating**  *Exceeds Expectations Proficient Below Expectations* |
| I have discussed this evaluation with my supervisor. I have read it and I have a copy of the form.  **Employee signature/Date**  **Evaluator signature/Date** |
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Adopted September 20,2022