

EVALUATION OF ROBIN AVOLIO, SOUTH NEW BERLIN LIBRARY DIRECTOR

PERFORMED BY THE BOARD OF TRUSTEES

FEBRUARY 13, 2024

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A. GENERAL POSITION ASSESSMENT

Understands the information and responsibilities pertinent to the job and demonstrates necessary expertise, business awareness and knowledge of technology. Continues to learn, expand knowledge and apply creativity to seek solutions. Makes appropriate decisions.

1 2 3 4 5

Comments:

B. COMMUNICATION SKILLS

Listens well. Articulates well. Displays computer, writing, and public interaction skills as required for the job. Comprehends and understands information and explanations. Keeps others informed. Shares information.

1 2 3 4 5

Comments:

C. INTERPERSONAL SKILLS AND PROFESSIONALISM

Shows a high level of professionalism in person, in email, on the telephone and in language. Exhibits flexibility, initiative, and self-direction. Maintains a positive and respectful attitude. Shows enthusiasm about work. Accepts feedback well. Demonstrates loyalty and commitment.

1 2 3 4 5

Comments:

D. ORGANIZATIONAL SKILLS AND PRODUCTIVITY

Plans, delegates, and prioritizes work effectively. Coordinates, prepares, and presents projects well and follows through with assignments. Produces quality work and a satisfactory quantity of work. Delivers on time and within budget. Meets deadlines.

1 2 3 4 5

Comments:

E. MANAGEMENT AND LEADERSHIP SKILLS

Manages own responsibilities independently and cooperates and contributes to the whole team and overall well-being of the South New Berlin Free Library. Interacts and manages other Library Staff in a productive and positive manner.

1 2 3 4 5

Comments:

F. PERFORMANCE ANALYSIS

Employee performs all duties of the Library Director at or above expectations.

1 2 3 4 5

Comments:

G. TEAM PLAYER

Employee works well with the Board of Trustees.

1 2 3 4 5

Comments:

Any additional comments:

SCORING:

Total score must be a minimum of **21** per Board Trustee evaluation form submitted to achieve pay increase.

Overall Score: _____

Meets advancement score: Yes No