

Upward Appraisal
Of the Director
By the Library Staff

Year 2006

Instructions

Rating Levels:

Outstanding: Consistently performs high quality of work and far exceeds expectations. Consistently exercises initiative and resourcefulness and performs exceptionally well. May have exhibited rare achievement.

Commendable: Performance is consistently up to standards and sometimes exceeds expectations. Work is done consistently so that objectives are exceeded and successfully meets difficult challenges and new assignments.

Competent: Adequately performs in a competent, effective manner. Performance meets standards. Knowledgeable and skilled to perform duties.

Marginal: Performance is below expectations. Sometimes meets standards, but often falls below it. Improvement is required to meet the full standards of the position.

Unacceptable: Performance is totally unsatisfactory. Amount of work done is insufficient and falls below minimum standards. Requires immediate attention since continued performance at this level is unacceptable.

Don't Know: Used for individual responses on the rating section.

When Finished:

Return appraisal in the pre-paid return address envelope to the Library Board President by Friday December 1st. If you do not want to complete the form, please return the blank form to the Board President so that all evaluations can be counted.

The individual upward appraisals will not be shown to the Library Director. Only the compiled results will be shared with the Library Director.

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	<u>Outstanding</u>	<u>Commendable</u>	<u>Competent</u>	<u>Marginal</u>	<u>Unacceptable</u>	<u>Don't Know</u>
1. Works with me to identify clear and attainable goals.	?	?	?	?	?	?
2. Provides honest and constructive feedback on my performance.	?	?	?	?	?	?
3. Has a cooperative attitude.	?	?	?	?	?	?
4. Effective with written, oral, and interpersonal communication.	?	?	?	?	?	?
5. Motivates staff.	?	?	?	?	?	?
6. Sets an example for the staff through professional conduct, high principles, and a businesslike approach.	?	?	?	?	?	?
7. Polite, responsive, helpful and courteous.	?	?	?	?	?	?
8. Able to accept and respond to criticism.	?	?	?	?	?	?
9. Makes sure I am trained to do my job.	?	?	?	?	?	?
12. Encourages staff to take advantage of opportunities to enhance personal development (i.e. workshops, training)	?	?	?	?	?	?
10. Takes time to listen to opinions, suggestions, and feedback.	?	?	?	?	?	?
11. Clearly explains what is expected.	?	?	?	?	?	?
13. Keeps staff informed on decisions, changes, and other relevant information in a timely manner.	?	?	?	?	?	?
14. Uses coaching skills (for example: listening and asking effective questions) to help staff discover solutions to situations.	?	?	?	?	?	?
15. Is consistent in what he says or does.	?	?	?	?	?	?
16. Creates an environment in which everyone is treated fairly	?	?	?	?	?	?
17. Creates a supportive work environment (including staff interactions, supplies, and training) that aids job performance.	?	?	?	?	?	?
Overall Rating.	?	?	?	?	?	?

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Two things the Director should do more of:

Two things the Director should keep doing:

Two things the Director should stop doing:

Any additional comments:

Comments about this evaluation form: