#### **Hedberg Public Library**

## **Job Performance Evaluation**

## **Year**: 2018

## 

**Name:**   **Dept.:**  Public Services\_

**Position:**

Ratings:

Does Not Meet Expectations: Performance of a fully trained employee does not meet acceptable levels; requires immediate attention and improvement.

Meets Expectations: Performance fully meets standards set for the position on a consistent basis. This should be the expected level of performance in a position.

Exceeds Expectations: Performance consistently exceeds standards set for the position.

External and Internal Customer Service:

Welcoming, approachable, respectful and cooperative with patrons and co-workers. Embodies HPL Customer Service Philosophy in their work.

Does not meet expectations

Meets expectations

Exceeds expectations

Comments:

Communication:

Clearly and appropriately expresses themselves verbally and in writing. Keeps their supervisor, employees, co-workers, and other stakeholders informed.

Does not meet expectations

Meets expectations

Exceeds expectations

Comments:

Work Behaviors:

Demonstrates responsible attendance practices, maintains a professional, positive bearing while at work, and contributes to team goals.

Does not meet expectations

Meets expectations

Exceeds expectations

Comments:

Responsibility:

Is accountable, receptive, flexible, and shows initiative in performing their job.

Does not meet expectations

Meets expectations

Exceeds expectations

Comments:

Job Knowledge:

Understands their duties, the functions of their position, and works to incorporate relevant updates and changes in their position. Has a working knowledge of library policies.

Does not meet expectations

Meets expectations

Exceeds expectations

Comments:

Productivity:

Manages priorities, maintaining an acceptable quantity of quality work.

Does not meet expectations

Meets expectations

Exceeds expectations

Comments:

Initiative:

Looks for ways to improve both their performance and that of the library as a whole in order to constantly move the library’s mission forward.

Does not meet expectations

Meets expectations

Exceeds expectations

Comments:

Supervision (if applicable):

Plans, assigns, coaches, trains, and evaluates the work of staff. Maintains a respectful, fair, and courteous work environment. Informs staff of decisions of their supervisor and management.

Does not meet expectations

Meets expectations

Exceeds expectations

Comments:

GOALS:

Select goals which you have discussed with the staff member to meet over the course of the next year. Goals should be **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-bound. Set a regular interval of at least every three months to meet with the staff member to assess progress.

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Goals from previous Performance Evaluation and the progress made:

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**OVERALL RATING:**

\_\_\_\_\_\_Does not meet expectations

\_\_\_\_\_\_Meets expectations

\_\_\_\_\_\_Exceeds expectations

**Supervisor Comments**:

This evaluation is based on my observation and knowledge. It represents my best judgment of the employee’s job performance. The employee had the opportunity to discuss it with me. I recommend  % merit pay increase.

**Supervisor** **Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This evaluation has been discussed with me. Signing this form does not necessarily mean that I agree with all the ratings.

**Employee Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Comments** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Library Director Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Library Director Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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OVERALL JOB PERFORMANCE RATING & MERIT PAY INCREASE

The Merit Pay percentage (X) is set by the Janesville City Council each year.

Overall Rating Increase

Does Not Meet Expectations 0.0%

Meets Expectations 2/3 X%

Exceeds Expectations X%

**If the employee receives a “Does Not Meet Expectations” rating for any evaluation category (e.g. Communication, Customer Service), the supervisor will meet with the employee at regular intervals to assess progress in the low rated areas starting no later than 45 days after the written evaluation. Another written evaluation assessing improvement in the area(s) needing attention should be conducted after a minimum of 6 months. At that time, if sufficient progress has been made, then a merit increase can be given.**

April, 2018