

EMPLOYEE PERFORMANCE EVALUATION

Name of Organization _____ Employee's Name _____ E mail: _____

Present Position _____ Previous Position 1. _____ 2. _____ 3. _____

Name of the Library _____ Reporting Authority _____

PERFORMANCE FACTORS	PERFORMANCE EXPECTATION: / EXAMPLES ATTACH EXTRA SHEETS IF NEEDED	RATING	
		Max.5	Min.1
1. Quality of Work Technical Service, (Classification, Cataloguing, Maintenance of Catalogue Card), Reader Service, Reference Service			Outstanding
			Exceeds Expectations
			Meets Expectation
			Needs Improvement
			Unsatisfactory*
2. Collection Development 1) By Purchase (Budget) 2) By Gift and exchange 3) Donation			Outstanding
			Exceeds Expectations
			Meets Expectation
			Needs Improvement
			Unsatisfactory*
3. Professional Awareness Understanding of environment, identification of information needs, management of services.			Outstanding
			Exceeds Expectations
			Meets Expectation
			Needs Improvement
			Unsatisfactory*
4. Working Relationships Cooperation and ability to work with supervisor, co-workers, P.R. with clients			Outstanding
			Exceeds Expectations
			Meets Expectation
			Needs Improvement
			Unsatisfactory*
5. Personal Development 1) Attendant a Seminars, 2) Workshops, Conference 3) Training programmes etc			Outstanding
			Exceeds Expectations
			Meets Expectation
			Needs Improvement
			Unsatisfactory*

7. Specific Achievements (Attach additional sheets if necessary)

8. Performance Goals for the next evaluation period

9. Training and Development Suggestions

10. Attendance (Supervisor's Comments)

Rater's name (Print or Type)

Rater's Title

Rater's Signature

Date

EMPLOYER REPORT

Name of Organization _____ Employee's Name _____

Evaluation Period from _____ to _____ Present Position _____ Name of the Library _____

PERFORMANCE FACTORS	PERFORMANCE EXPECTATION: / EXAMPLES ATTACH EXTRA SHEETS IF NEEDED	RATING	
		Max.5	Min.1
1. Quality of Work Technical Service, (Classification, Cataloguing, Maintenance of Catalogue Card), Reader Service, Reference Service		Outstanding	
		Exceeds Expectations	
		Meets Expectation	
		Needs Improvement	
		Unsatisfactory*	
2. Collection Development 4) By Purchase (Budget) 5) By Gift and exchange 6) Donation		Outstanding	
		Exceeds Expectations	
		Meets Expectation	
		Needs Improvement	
		Unsatisfactory*	
4. Professional Awareness Understanding of environment, identification of information needs, management of services.		Outstanding	
		Exceeds Expectations	
		Meets Expectation	
		Needs Improvement	
		Unsatisfactory*	
4. Working Relationships Cooperation and ability to work with supervisor, co-workers, P.R. with clients		Outstanding	
		Exceeds Expectations	
		Meets Expectation	
		Needs Improvement	
		Unsatisfactory*	
5. Personal Development 4) Attendant a Seminars, 5) Workshops, Conference 6) Training programmes etc		Outstanding	
		Exceeds Expectations	
		Meets Expectation	
		Needs Improvement	
		Unsatisfactory*	

Evaluating person: Name _____

Designation _____

Signature _____

7. Specific Achievements (Attach additional sheets if necessary)

8. Performance Goals for the next evaluation period

9. Training and Development Suggestions

10. Attendance (Supervisor's Comments)

Rater's name (Print or Type)

Rater's Title

Rater's Signature

Date

Outstanding*- The Employee has exceeded all of the performance expectation for this factor and has made many significant Contributions to the efficiency and economy of this organization through such performance

Employ Name
Classification Title
Evaluation Period
Evaluation Date

From _____ to _____

Performance Factors
Performance Expectations
Comments / or examples (Attache Extra Sheets if needed)