

# **LIBRARY DIRECTOR EVALUATION – 3 MONTH REVIEW**

**EVALUATION PROCESS:** Determine the degree of accomplishment based on expected performance of the job description.

**GUIDELINES:** The Trustees will complete this form and review the evaluation with the Library Director.

1. The Library Director will know the standards against which she/he will be evaluated.
2. An evaluation will occur at least once a year.
3. Both parties will prepare for the evaluation—the Library Director by conducting a self-evaluation using this form and the Board of Trustees by examining various sources of information relating to the individual's performance as itemized on this form.
4. The evaluations should include a discussion of strengths as well as areas for improvement. Rational, objective, and quantifying evidence should support each judgment on the evaluation.

## **PROFESSIONAL BEHAVIOR**

### **1. Organizes work well**

COMMENTS:

### **2. Shows initiative**

COMMENTS:

### **3. Meets deadlines**

COMMENTS:

### **4. Shows enthusiasm**

COMMENTS:

### **5. Motivates staff**

COMMENTS:

### **6. Receptive to new ideas**

COMMENTS:

**7. Delegates responsibility**

COMMENTS:

**8. Uses time efficiently**

COMMENTS:

**9. Accepts criticism**

COMMENTS:

**10. Works well with others**

COMMENTS: