

**Warren-Trumbull County Public Library**  
Staff Performance Review

Employee:	Supervisor:
Title:	Department:
Evaluation Period:	Length of time in current position:

The performance of each W-TCPL employee is reviewed annually. This review instrument, and the meeting that is held with the employee to discuss it, serve several purposes. The review process provides the employee and his/her supervisor with an opportunity to review goals set at the last evaluation, and to set new goals for the upcoming year. The process provides a forum to discuss the employee's performance and his/her contribution to the mission of the library. Finally, the process provides a tool for determining an employee's eligibility for a merit raise (should the library's board of trustees approve of such).

Performance of all employees is rated in three components: Work Quality/Service Skills, Communication/Interpersonal Skills and Organizational Skills. Reviews can be supplemented with a Supervisory component as appropriate. For each category, positive attributes and behaviors that generally indicate good performance are listed. This list is meant to be representative, not exhaustive. For each attribute or behavior, employees will receive one of four ratings or a designation of NA (Not Applicable if it does not apply to the employee's job).

**FUNCTIONAL AREAS OF RESPONSIBILITY:**

See attached position description.

**Rating Standards**

**[3] Exceeds Expectations:** Accomplishes/completes work competently and appropriately according to the job performance standards. Above average work performance that surpasses what is generally expected of employees a majority of the time. Performs above the level that is expected.

**[2] Meets Expectations:** Accomplishes/completes work competently and appropriately according to the job performance standards. Competent day-to-day performance is regularly attained. Performs at the level that is expected.

**[1] Needs Improvement:** Day-to-day performance is generally below the level that is expected. Specific work goals are to be set and an evaluation of progress is to be conducted in 60 days.

**[0] Unacceptable:** Day-to-day performance is consistently below the level that is expected and definite need for improvement is expected. Specific work goals are to be set and an evaluation of progress is to be conducted within 30 days.

**[NA] Not Applicable:** The employee is not required to perform in a specific rating factor, and it cannot be measured.

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<b>I. Work Quality/Service Skills</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>	<b>NA</b>
1. Adheres/applies to all library guidelines and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Responds in a timely and effective manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrates personal responsibility for quality service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Demonstrates good attendance & punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Displays a clear understanding of work responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Demonstrates proficiency at using computers and technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Possesses a working knowledge of materials and resources available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Possesses an awareness of current/library events and library services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Identifies and solves problems in an effective manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total for Work Quality/Service Skills Component</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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<b>II. Communication/Interpersonal Skills</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>	<b>NA</b>
1. Communicates in an effective manner with customers and co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Exercises courtesy, tact and respect; maintains positive work attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Exercises good judgment and decision-making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Exhibits/establishes a cooperative team spirit within own department and/or branch library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Offers appropriate suggestions/feedback in a respectful manner in a group setting or one-on-one.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Seeks/participates in appropriate learning/development activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total for Communication/Interpersonal Skills Component</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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<b>III. Organizational Skills</b>	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable	NA
1. Plans effectively; uses work time productively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Shows flexibility and adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Keeps own and shared work area neat and organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total for Organizational Skills Component</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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<b>IV. Supervisory/Leadership Skills</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>	<b>NA</b>
1. Provides direction, defines priorities and communicates with staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Supports library-wide goals and mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Supports and motivates staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Schedules staff fairly and effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Shows good stewardship of library resources (including staff, buildings, equipment, collections)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Models professional and ethical behaviors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total for Supervisory Skills Component</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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<b>V. Evaluation Summary</b>	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable
Work Quality/Service Skills Totals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications/Interpersonal Skills Totals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Skills Totals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory/Leadership Skills Totals *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Component Totals for this Employee</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Where appropriate. Must be accompanied by the corresponding component sheet.

Comments:

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**VI. Review of Progress/Goals from Previous Review:** (Attach additional sheets if necessary)

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**VII. Goals for Next Review:** (Attach additional sheets if necessary)

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The employee has the right to attach written comments to the review. The review and any comments are placed in the employee's personnel file. Comments should be submitted to the employee's immediate supervisor within five working days of the review meeting. The employee may also talk with the Human Resources Manager or pursue the conflict resolution procedure as outlined in the personnel manual.

The employee's signature indicates only that the employee has received a copy of the review and the supervisor has discussed it with the employee. The employee's signature does not indicate agreement with the review.

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Employee Signature

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Date

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Supervisor Signature

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Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Manager Signature

\_\_\_\_\_  
Date