



## 300, 310, 320 Level Evaluation

**Name:**

**Evaluator:**

**Position Title:**

**Performance Period:**

**Library Mission Statement:** *Westlake Porter Public Library's mission is to educate, empower, engage, enlighten, and excite the public by serving as a premier knowledge provider, a family activity center, and Westlake's information and community commons.*

Essential Duties	Performance/Examples	Rating
1.		
2.		
3.		
4.		

**Resources:** Position Description/Self Evaluation/Performance Plan/Performance Diary

Performance Competency	Performance/Examples	Rating
Customer Service		
Communication and Teamwork		
Problem Solving and Judgment		
Initiative/Creativity/Adaptability		

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Performance Competency	Performance/Examples	Rating
Time Management and Productivity		

Description of Overall Performance

Evaluator Signature	Date
Assistant Director Signature	Date