



Employee Goal-Based Performance Review
Library Assistants/Librarians/Department Heads
(Optional for Clerical staff)

EMPLOYEE: _____ BRANCH: _____
JOB TITLE: _____ DEPARTMENT: _____
SUPERVISOR: _____ EVALUATION DATE: _____

You may wish to consider the following skills as a topic of discussion or goal setting:

- Job Knowledge
- Attendance and Dependability
- Communication and Listening Skills
- Teamwork
- Customer Services/Work Quality
- Adaptability and Flexibility
- Initiative and Problem Solving

What is your biggest accomplishment or goal that you have achieved during the past year?

Is there anything you wanted to accomplish or learn during this past year, that you were not able to? Is there anything that could help you accomplish your goals, or any teaching tools you need? *(Attach goals from last review, if applicable.)*

Please list SMART Goals for learning or performance for the coming year. See the last page of this document for suggestions on developing SMART goals.

- **SMART goal:** A smart goal is Specific, Measurable, Achievable, Relevant, and Timely.



Employee Goal-Based Performance Review/
Developing SMART Goals

How can the library and supervisory staff help you meet these goals?

Do you have any suggestions for improving the performance of your branch/department?

Other areas of discussion? *(Attach an additional page if needed)*

I have read and discussed this evaluation with my supervisor. I understand that my signature does not necessarily mean I agree with it. I also understand that I may reply in writing within 5 working days and that my reply will be included with this form in my personnel file.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

SUPERVISOR SIGNATURE: _____ **DATE:** _____

MANAGING LIBRARIAN: _____ **DATE:** _____

ASST DIRECTOR/DIRECTOR: _____ **DATE:** _____



Developing S.M.A.R.T. Goals

Before Applying S.M.A.R.T.

Goals do not identify a measurement or time frame, nor identify why the improvement is needed or how it will be used.

Examples	<ul style="list-style-type: none"> Start a new book club. 	<ul style="list-style-type: none"> Run more storytimes.
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Specific

What are you going to accomplish? Who? What? Where? How? What actions will you take?

Examples	<ul style="list-style-type: none"> I will run a book club offsite for adults. 	<ul style="list-style-type: none"> Our team will run outreach storytimes at childcare centers.
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Measurable

How can you measure success? What data will you need to collect? How much? How many? How often? Use numbers!

Examples	<ul style="list-style-type: none"> I will run a monthly book club offsite for adults, reaching 30 people. 	<ul style="list-style-type: none"> Our team will do monthly outreach storytimes at 3 new childcare centers.
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Achievable

Is the goal doable? Are the necessary skills and resources available?

Examples	<ul style="list-style-type: none"> Do we have enough staff to cover desks in addition to this new outreach? 	<ul style="list-style-type: none"> Do we have partners in the community to provide space? Does this fall within the library's policies?
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Relevant

Does the goal align with other goals, or broader priorities? Why is the result important? Am I the right person? Is now the right time? Does this line up with other efforts or other factors that impact the community?

Examples	<ul style="list-style-type: none"> Adults in our community frequent restaurants and similar informal gathering places. To better serve that target audience, we can offer certain library programs in these locations to encourage increased participation. 	<ul style="list-style-type: none"> To provide more equitable service to children in our area, we need to be able to make contact where they are. Reaching students who are in childcare settings during our normal storytime hours will require us to set up visits to the groups.
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Timely

Is there a clearly defined timeframe? Is that timeframe reasonable for the goal?

Examples	<ul style="list-style-type: none"> I will run a monthly book club for adults, reaching 10 people per month, from January to May. 	<ul style="list-style-type: none"> Our team will do monthly storytimes at 3 new sites for the duration of the 2019-2020 school year (September – May).
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