



EMPLOYEE: _____

DUE DATE: _____

PAGE POSITION: Circ Tech Clerical

BRANCH: _____

EVALUATED BY: _____

TYPE OF REVIEW (check one): Probationary Annual

REVIEW PERIOD: _____ to _____

To be completed by employee and submitted to supervisor one week prior to evaluation due date.

<p>Excellent: Consistently exceeds normal standards for this position</p> <p>Very Good: Meets and occasionally exceeds normal standards for this position</p> <p>Satisfactory: Consistently meets normal standards for this position</p> <p>Needs Improvement: Occasionally falls short of normal standards for this position</p> <p>Unsatisfactory: Regularly falls short of normal standards for this position</p>	EXCELLENT	VERY GOOD	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
QUALITY OF WORK					
Performs work without constant supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efficiency (includes work pace)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTITUDE TOWARD WORK					
Reports to work on time and ready to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjusts readily to working conditions and priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows initiative in performing duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works out problems with guidelines set by supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays a generally positive attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deals tactfully with the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dresses in an appropriate manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows pride in work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respects guidelines for breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practices proper safety techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTITUDE TOWARD STAFF					
Listens and positively accepts instructions and constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperates well with coworkers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discusses assignments and problems with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



EMPLOYEE'S COMMENTS:

SUPERVISOR'S COMMENTS:

COMPOSITE RATING:

- EXCELLENT**
- VERY GOOD**
- SATISFACTORY**
- NEEDS IMPROVEMENT**
- UNSATISFACTORY**

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:** _____