

NILES PUBLIC LIBRARY DISTRICT  
Employee Performance Evaluation

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Department: Page \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

---

1. **Quality of Work** *Consider accuracy of work, regardless of volume.*

- Consistently knowledgeable and accurate, regardless of fluctuations in time and workload.
- Makes occasional errors; independently gets information and corrects errors.
- Frequent errors; requires consistent follow-up and review.
- Work is frequently unacceptable.

Comments:

2. **Quantity of Work** *Consider the amount of work of appropriate quality completed.*

- Well-organized and efficient.
- Makes acceptable use of time and completes most work in time allotted.
- Fails to produce an acceptable level of work in time allotted.
- Often fails to produce acceptable level of work in time allotted.

Comments:

3. **Decision Making** *Consider ability to follow library/departmental policies, procedures and practices, analyzing plans and actions based on sound reasoning and consideration of outcomes.*

- Can be depended upon to make reliable decisions in job-related situations.
- Usually makes good decisions in a variety of job-related situations.
- Frequently decisions are not adequate to meet job requirements.
- Does not make reliable decisions.

Comments:

4. **Patron Service** *Consider the employee's ability and willingness to identify and assist in meeting the needs of patrons.*

- Communicates well with patrons and internal customers, identifying needs and providing solutions.
- Usually understands and meets the needs of patrons and internal customers.
- Often fails to meet needs as expressed by patrons or internal customers, resulting in complaints or referral of tasks to others for assistance.
- Fails to identify and respond to the needs of patrons and internal customers.

Comments:

5. **Attendance** *Consider the employee's ability to arrive at work on time and work all scheduled shifts.*

- Consistently on time to work all scheduled shifts.
- Tardy on occasion; absences are excused.
- Frequently tardy; many absences are unexcused.
- Excessively tardy or absent without explanation and does not indicate willingness to correct this problem.

Comments:

6. **Teamwork** *Consider the employee's effectiveness in dealing with other people, cooperating with and influencing other team members.*

- Consistently cooperative; strong team contributor; communicates with other staff frequently and well.
- Maintains acceptable working relationship and communication with others.
- Occasional lapses in good teamwork and communication.
- Fails to work well with others.

Comments:

Evaluate the progress made on goals established last year by listing accomplishments made.

List any new goals for the coming year:

Overall evaluation of employee's performance.

- Consistently exceeds standards.
- Consistently meets standards.
- Meets standards occasionally.
- Fails to meet standards.

Comments:

**TO THE EMPLOYEE:**

You are requested to sign on the line provided below to indicate that you have had an opportunity to review and discuss your performance evaluation with your supervisor. YOUR SIGNATURE DOES NOT INDICATE THAT YOU AGREE WITH THE EVALUATION.

EMPLOYEE COMMENTS (optional):

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluated by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Director