



Performance Evaluation

*From October 1st of previous year through
September 30th of current year*

90 day

Annual

Employee Name

Department/Branch

Director/Manager
Conducting Evaluation

Date Completed

Date Received By HR

MISSION: Enriching our community by providing free access to information, fostering a love for reading, promoting lifelong learning, and creating a welcoming space for connections and collaboration.

VISION: CRCPL is the center of information and discovery that sparks imagination and fuels potential.

CRCPL has identified nine competencies crucial to the success of each staff member and the organization overall. Each competency is clearly defined, and every assessment is qualified in the comments section and discussed during the evaluation process.

- Accountability
- Adaptability
- Collaboration
- Communication
- Continuing Education
- Customer/Quality Focus
- Goals achieved
- Inclusiveness
- Occupational Knowledge/Technology

Each staff member will complete an annual self-assessment in September and participate in an annual evaluation meeting in October receiving feedback on the nine competencies. While daily performance remains the primary focus, these competencies are integral to our Merit Raise system, with each one assigned a weighted value.

Annual Self Report

Employee Name	Department
Job Title	
Review Date	
Evaluation Period	From: 10/1/2023 To: 9/30/2024
Supervisor Name and Job Title	
Accomplishments: As input to the evaluation process, staff members provide feedback to the following questions and submit it to their Director/Manager prior to the employee's evaluation meeting.	
List the goals established by you and your director for the assessment period above and describe your progress toward completion of each goal.	
If you were unable to accomplish a goal, what hindered you?	
List other contributions and accomplishments during assessment period.	
List continuing education and professional development activities that have enhanced your effectiveness during this period.	
Provide other information relevant to your job performance.	
What goals would you like to set for next year?	

Employee Name		Review Date				
Job Competencies and Key Behaviors Instructions: Director/Manager places an "X" in the box that best indicates the assessment of performance for each competency and key behavior and add additional comments as an explanation of the rating as needed.	Assessment of Performance					
	Unsatisfactory	Developing/ Needs Improvement	Successful	Proficient	Exceptional	
Accountability - Accepts responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner.						
Comments:						

Adaptability - Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.					
Comments:					

Collaboration - Works cooperatively and effectively with others to achieve common goals. Participates in building a group identity characterized by pride, trust and commitment within your department, the library system and the community at large.					
Comments:					

Communication - Effectively conveys information and expresses thoughts and facts. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.					
Comments:					

Employee Name		Review Date				
Job Competencies and Key Behaviors Instructions: Director/Manager places an "X" in the box that best indicates the assessment of performance for each competency and key behavior and add additional comments as an explanation of the rating as needed.	Assessment of Performance					
	Unsatisfactory	Developing/ Needs Improvement	Successful	Proficient	Exceptional	

Customer/Quality Focus - Anticipates, monitors and meets the needs of customers/patrons and responds to them in an appropriate manner. Demonstrates a personal commitment to identify customers' apparent and underlying needs and continually seeks to provide the highest quality service to both internal and external customers/patrons.					
Comments:					

Inclusiveness - Fosters respect for all individuals and points of view. Interacts appropriately with all members of the library community, patrons, vendors, fellow staff members, and community partners without regard to individual characteristics or circumstances. Demonstrates a personal commitment to creating a hospitable and welcoming environment.					
Comments:					

Occupational Knowledge/Technology - Demonstrates the appropriate level of proficiency in the principles and practices of one's field or profession. Demonstrates a commitment to continuous improvement, including an understanding and application of technology (hardware, software, equipment, cybersecurity and processes).					
Comments:					

Last Years Goals Achieved?					
Comments:					

Continuing Education Completed?					
Comments:					

Employee Name _____

Annual Goals

Each employee is to have three goals for the next evaluation period. 1) **Professional Development:** personal growth activity/focus 2) **Organizational Focus:** driven by the library's mission and vision as defined annually by the Executive Director 3) **Department Initiative:** defined annually by the Division Director.

Goal #1 Professional Development:

How will you measure success and when will goal be accomplished?

Goal #2 Organizational Strategic Focus:

How will you measure success and when will goal be accomplished?

Goal #3 Department Initiative:

How will you measure success and when will goal be accomplished?

Signatures and Acknowledgement

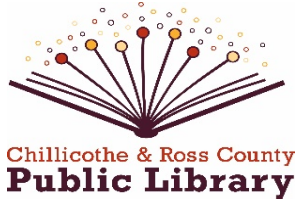
Signatures below acknowledge that this performance evaluation and attached goals have been reviewed with the employee.

Employee Signature

Date

Director/Manager Signature

Date



Performance Evaluation Assessment Summary For Merit Increase

Employee Name: _____

Competency	Weight	Assessment Letter	Assessment Weight			
Accountability	.10	x	x	=	0	
Adaptability	.10	x	x	=	0	
Collaboration	.10	x	x	=	0	
Communication	.10	x	x	=	0	
Continuing Education	.10	x	x	=	0	
Customer/Quality Focus	.15	x	x	=	0	
Goals Achieved	.10	x	x	=	0	
Inclusiveness	.10	x	x	=	0	
Occupational Knowledge/ Technology	.15	x	x	=	0	
Total					0.0	
U=1 D=2 S=3 P=4 E=5						

Director's Signature _____

Date _____