

Para-Professional Staff Evaluation Form

Please indicate the degree to which you are satisfied or dissatisfied with the job performance of the library's administrative staff. This form will be tabulated with all the other forms to maintain confidentiality. There is space for comments at the end of the form, or on the back of the pages.

Name: _____ Date of Hire: _____

Job Title: _____ Review Period _____ to _____

	Dis-satisfied			OK		Satisfied
1. Understands community needs in developing library's collections.	1	2	3	4	5	
2. Shows enthusiasm towards job.	1	2	3	4	5	
3. Is flexible & adaptable.	1	2	3	4	5	
4. Is a good role model in work habits.	1	2	3	4	5	
5. Follows through on projects.	1	2	3	4	5	
6. Utilizes staff efficiently.	1	2	3	4	5	
7. Is open to suggestions.	1	2	3	4	5	
8. Provides a supportive environment in which to work.	1	2	3	4	5	
9. Knows library trends & keeps up to date.	1	2	3	4	5	
10 Promotes library in the community.	1	2	3	4	5	
11. Overall performance rating.	1	2	3	4	5	

6-12 month goals:

Director Comments:

Employee Comments:

Additional Comments: (If comment deals with a specific numbered item above, please put the number before the comment. Use the back of this sheet if necessary.)

Employee

Director

Date: _____

Date: _____