

Westchester Public Library EMPLOYEE PERFORMANCE EVALUATION

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|--|------------------------------------|-------|------------|--|
| EMPLOYEE'S NAME | | TITLE | DEPARTMENT | |
| | | | FROM | TO |
| PERFORMANCE FACTORS | PERFORMANCE EXPECTATIONS: COMMENTS | | | RATING: Please Circle |
| 1. QUALITY OF WORK COMPETENCE, ACCURACY, NEATNESS, THOROUGHNESS | | | | OUTSTANDING EXCEEDS EXPECTATIONS MEETS EXPECTATIONS NEEDS IMPROVEMENT |
| 2. QUANTITY OF WORK USE OF TIME, VOLUME OF WORK ACCOMPLISHED, ABILITY TO MEET SCHEDULES, PRODUCTIVITY LEVELS | | | | OUTSTANDING EXCEEDS EXPECTATIONS MEETS EXPECTATIONS NEEDS IMPROVEMENT |
| 3. JOB KNOWLEDGE DEGREE OF TECHNICAL KNOWLEDGE, UNDERSTANDING OF JOB PROCEDURES AND METHODS | | | | OUTSTANDING EXCEEDS EXPECTATIONS MEETS EXPECTATIONS NEEDS IMPROVEMENT |
| 4. WORKING RELATIONSHIPS COOPERATION AND ABILITY TO WORK WITH SUPERVISOR, CO-WORKERS, AND LIBRARY PATRONS | | | | OUTSTANDING EXCEEDS EXPECTATIONS MEETS EXPECTATIONS NEEDS IMPROVEMENT |
| 5. ADDITIONAL COMMENTS | | | | |

DEFINITIONS OF PERFORMANCE RATING CATEGORIES

OUTSTANDING - The employee has **exceeded all** of the performance expectations for this factor and has made many significant contributions to the efficiency and economy of this organization.

EXCEEDS EXPECTATIONS – The employee **regularly works beyond** a majority of the performance expectations of this factor and has made significant contributions to the efficiency and economy of this organization.

MEETS EXPECTATIONS - The employee has **met** the performance expectations for this factor and has contributed to the efficiency and economy of this organization.

NEEDS IMPROVEMENT - The employee has **failed** to meet one or more of the significant performance expectations for this factor.

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| REVIEWER'S NAME (Please Print) | REVIEWER'S TITLE | REVIEWER'S SIGNATURE | EVALUATION DATE |
|--------------------------------|------------------|----------------------|-----------------|