

# Westchester Public Library SUPERVISOR PERFORMANCE EVALUATION

EMPLOYEE'S NAME		TITLE	DEPARTMENT	
			FROM	TO
PERFORMANCE FACTORS		PERFORMANCE EXPECTATIONS: COMMENTS		LIBRARY EDUCATION UNITS (LEU's):
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. SUPERVISORY SKILLS  TRAINING DIRECTING AND EVALUATING SUBORDINATES, DELEGATING, PLANNING AND ORGANIZING WORK, PROBLEM SOLVING, MAKING DECISIONS, COMMUNICATING			OUTSTANDING EXCEEDS EXPECTATIONS MEETS EXPECTATIONS NEEDS IMPROVEMENT	

### 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.

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