



Taber Public Library
Library Clerk - ~~Self-Evaluation Form~~

Name: _____ Date: _____ Time: _____

Please rate the following criteria pertinent to job performance using the rating scale below.

- 3 - Exceeds Expectations
- 2 - Meets Expectations
- 1 - Needs Improvement

| | | | |
|----|----------------------|---|-------|
| 1. | Quality of Work | * follows procedures | _____ |
| | | * pays attention to details | _____ |
| 2. | Job Knowledge | * uses skills and knowledge to perform the job competently | _____ |
| 3. | Communication | * able to convey information effectively and clearly to patrons | _____ |
| | | * Able to convey ideas and/or concerns effectively and clearly to peers and supervisors | _____ |
| 4. | Interpersonal Skills | * Is sensitive to the needs, feelings, and capabilities of others | _____ |
| | | * Treats supervisors and peers with respect | _____ |
| 5. | Initiative | * Strives to learn and improve | _____ |
| | | * Takes on added responsibilities | _____ |
| | | * Adaptability | _____ |

Comments:

Employee's signature: _____

Supervisor's Signature: _____

Date: _____

(A copy of this evaluation is to be retained in the employee's Personnel File)



Taber Public Library
Library Clerk - Supervisor Evaluation

Name: _____ Date: _____ Time: _____

Please rate the following criteria pertinent to job performance using the rating scale below.

- 3 - Exceeds Expectations
- 2 - Meets Expectations
- 1 - Needs Improvement

| | | | |
|----|----------------------|---|-------|
| 1. | Quality of Work | * follows procedures | _____ |
| | | * pays attention to details | _____ |
| 2. | Job Knowledge | * uses skills and knowledge to perform the job competently | _____ |
| 3. | Communication | * able to convey information effectively and clearly to patrons | _____ |
| | | * Able to convey ideas and/or concerns effectively and clearly to peers and supervisors | _____ |
| 4. | Interpersonal Skills | * Is sensitive to the needs, feelings, and capabilities of others | _____ |
| | | * Treats supervisors and peers with respect | _____ |
| 5. | Initiative | * Strives to learn and improve | _____ |
| | | * Takes on added responsibilities | _____ |
| | | * Adaptability | _____ |

Comments: _____

Employee's signature: _____

Supervisor's Signature: _____

Date: _____

(A copy of this evaluation is to be retained in the employee's Personnel File)