



Taber Public Library  
Library Assistant - 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

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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	_____ _____ _____

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Comments: \_\_\_\_\_

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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 Assistant - 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

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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  
Program Coordinator – Self Appraisal

Name: \_\_\_\_\_ Date: \_\_\_\_\_

How do you feel the past year has progressed in relation to:

Job expectations:

Support from Managers and staff:

Available finances:

Please comment on future programming and/or goals you would like to fulfill in the upcoming twelve months.

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Taber Public Library  
Program Coordinator – Supervisor Appraisal

Name: \_\_\_\_\_ Date: \_\_\_\_\_

How do you feel the past year has progressed in relation to:

Job expectations:

Support from Managers and staff:

Available finances:

Please comment on future programming and/or goals you would like to fulfill in the upcoming twelve months.

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Taber Public Library  
Assistant Manager - Self 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

Receives general direction from Library Manager	
Assist in orientation for new employees and volunteers	
Helps identify training needs within the library	
Assume responsibility in Manager's absence	
Exercise decision making skills in library operations	
Perform circulation duties as scheduled	
Engage in publicity, public relations and promoting the library	
Handle complaints and problems with patrons	
Supervise SRP staff	
Participate in programming	
Assist in collection maintenance	
Maintain a safe work environment	
Maintain a working relationship with Board	

**Comments:**

\_\_\_\_\_

\_\_\_\_\_  
Assistant Manager's Signature

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

*A copy of this evaluation is to be retained in the Assistant Manager's personnel file.*



Taber Public Library  
Assistant Manager - 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

Receives general direction from Library Manager	
Assist in orientation for new employees and volunteers	
Helps identify training needs within the library	
Assume responsibility in Manager's absence	
Exercise decision making skills in library operations	
Perform circulation duties as scheduled	
Engage in publicity, public relations and promoting the library	
Handle complaints and problems with patrons	
Supervise SRP staff	
Participate in programming	
Assist in collection maintenance	
Maintain a safe work environment	
Maintain a working relationship with Board	

**Comments:**

\_\_\_\_\_  
Assistant Manager's Signature

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

*A copy of this evaluation is to be retained in the Assistant Manager's personnel file.*