

# Performance Appraisals

**It is the policy of the Library that each employee's performance should be evaluated periodically by the employee's supervisor.**

The Director and supervisor should complete performance appraisals upon the following occasions:

- By the end of the first three months of employment;
- In conjunction with the annual salary review in July;
- When the employee is transferred or promoted to a new job;
- At the time of the employee's termination, if a disciplinary or termination report is not prepared.

If the performance report has not been completed within one month of the above occasions, a new appraisal does not have to be completed except in cases involving discipline or termination. Between scheduled appraisals, supervisors should discuss with employees on an informal basis, any performance issues that require attention and should keep records of any significant incidents.

Supervisors, in evaluating employees, should consider factors such as the experience and training of the employee, the job description, and the employee's attainment of previously set objectives or goals. Other factors that normally should be considered include knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, conduct, and acceptance of responsibility.

The supervisor should prepare a written appraisal of each employee's job performance. The appraisal should include the supervisor's comments and recommendations, an active plan for both the employee and the supervisor, and performance goals for the next evaluation period.

After the written evaluation, the supervisor and the employee should meet and discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and goals for the period ahead. The employee should be given the opportunity to examine the evaluation and make written comments about any aspect of it. The employee and the supervisor should then sign and date the evaluation and forward it for inclusion the employee's personnel file. The Director will then approve and sign all evaluations.

Employees may at any time request a review by their department head or the Director. Information derived from the performance appraisal may be considered when making decisions affecting training, pay, promotion, transfer, or continued employment.

Adopted by the Board of Trustees: January 1997  
Amended: June 2010