

**UNIVERSITY OF MICHIGAN LIBRARY
ANNUAL PERFORMANCE EVALUATION FORM**

Library Staff Members

June 200_ - May 200_

Staff Member Name: _____

Classification: _____

Unit & Cluster/Division: _____

On the following pages, circle the rating point on the scale that best describes the employee's performance respective of each performance criterion, using the following definitions:

- 4) Staff member exceeds expectations **in all or almost all** areas of job responsibility or goal attainment.
- 3) Staff member meets **all** expectations and **may exceed in some** areas of responsibility or goal attainment
- 2) Staff member **meets most** expectations, but **needs improvement** in performance in some areas of job responsibility or goal attainment.
- 1) Staff member needs **substantial** improvement in performance in many areas of job responsibility and goal attainment

PLEASE REFER TO THE PERFORMANCE EVALUATION CRITERIA AND GUIDELINES DOCUMENT PRIOR TO EVALUATING THE STAFF MEMBER

PART I. EVALUATION BY PERFORMANCE CRITERIA

A. Performs his/her responsibilities, shows knowledge and expertise in the position responsibilities.

4	3	2	1
Exceeds expectations	Meets all expectations	Meets most expectations.	Needs improvement

B. Strives to achieve or maintain optimal efficiency and effectiveness by managing resources appropriately and avoiding waste.

4	3	2	1
Exceeds expectations	Meets all expectations	Meets most expectations.	Needs improvement

C. Provides courteous and individualized service to internal and external clientele.

4 Exceeds expectations	3 Meets all expectations	2 Meets most expectations.	1 Needs improvement
----------------------------------	------------------------------------	--------------------------------------	-------------------------------

D. Demonstrates a willingness to achieve common goals, works cooperatively with other members of the library staff.

4 Exceeds expectations	3 Meets all expectations	2 Meets most expectations.	1 Needs improvement
----------------------------------	------------------------------------	--------------------------------------	-------------------------------

PLEASE NOTE: As stated on the Criteria and Guidelines -- for Supervisors/those who coordinate the work of others, choose either E-1 or E-2 (as appropriate):

E-1. Works effectively as a supervisor: directing, mentoring, coaching, and developing staff.

4 Exceeds expectations	3 Meets all expectations	2 Meets most expectations.	1 Needs improvement
----------------------------------	------------------------------------	--------------------------------------	-------------------------------

E-2. Coordinates the work of others effectively (without supervisory responsibility): scheduling, instructing, overseeing projects.

4 Exceeds expectations	3 Meets all expectations	2 Meets most expectations.	1 Needs improvement
----------------------------------	------------------------------------	--------------------------------------	-------------------------------

Part II. REQUIRED OVERALL EVALUATIVE COMMENTS

PLEASE ATTACH comments on the staff member's performance. In addition to the evaluation criteria noted above, please consider the staff member's annual performance goals and updated job description. Please note that upon completion of this evaluation, the Recommendation for Merit Increase form needs to be completed. If a supervisor feels a staff member's performance exceeds the listed ratings, the Recommendation for an Exceptionally High Rating form should be reviewed and completed. If a supervisor chooses to complete the Recommendation for an Exceptionally High Rating form, the overall comments need to reflect and describe why this unusually high rating was chosen.

**TO BE COMPLETED AFTER DISCUSSION OF THE EVALUATION BETWEEN
EMPLOYEE AND SUPERVISOR.**

SUPERVISOR PREPARING EVALUATION:

I have discussed this evaluation with the employee concerned. I have also discussed and updated the employee's position description as necessary.

(Signature)

(Date)

(Print Name)

TO BE COMPLETED BY THE EMPLOYEE:

I have read this evaluation and have reviewed it with my supervisor. I have also discussed my position description and updated it as necessary.

(Signature)

(Date)

(Print Name)

As an employee, you are encouraged to use the space below to comment on your supervisor's evaluation or any element of your job and/or performance therein. (Attach additional sheets, if needed). Please note that if you are questioning the rating or noting dissatisfaction, your cluster/division manager will respond to your concerns.

Employee's Comments: