

Performance Evaluation

Idaho Falls Library Director

September 2020

Circle the number under the rating scale that best reflects your opinion of the director's performance. Be prepared to discuss any rating 2 or below and 4 or above.

Rating Scale

- 1 -- Inadequate: Work in this element is deficient and does not meet minimum performance levels.
- 2 -- Fair: Work in this element is less than satisfactory though not totally unacceptable.
- 3 -- Expected: Work in this element is acceptable and meets expected performance levels.
- 4 -- Good: Work in this element is highly satisfactory and somewhat exceeds expected performance levels.
- 5 -- Outstanding: Work in this element is excellent and exceeds expected performance levels.

Provides Library Board with adequate, timely information for proposals and recommendations for decisions in the following areas:

	Inadequate	Fair	Expected	Good	Outstanding
1. Budget & Finance	1	2	3	4	5
2. Procedures	1	2	3	4	5
3. Facilities & repairs	1	2	3	4	5
4. Policy	1	2	3	4	5
 Success & cooperation implementing board directions and decisions	 1	 2	 3	 4	 5
 Appropriately manages & directs staff in all activities including problem solving, performance, selection, training, staff development and personnel management.	 1	 2	 3	 4	 5
 Promotes library's professional & quality image to the public.	 1	 2	 3	 4	 5
 Ability and success in dealing with patrons including by not limited to problem solving, requests for special materials and service needs	 1	 2	 3	 4	 5
 Taking initiative to provide new, improved or expanded needs in all areas of the library including service, staff, facility and collection.	 1	 2	 3	 4	 5

Other Areas of concern/commendation

Specific Areas to be evaluated in the coming year. (To be determined by library board and listed below.)
