

**MONROE PUBLIC SCHOOLS**  
**375 Monroe Turnpike**  
**Monroe, Connecticut 06468**  
**Library Media Center**  
**Librarian Performance Appraisal**

Name of Employee \_\_\_\_\_ School \_\_\_\_\_

Assignment \_\_\_\_\_

Professional Staff Consultant \_\_\_\_\_

	Above Expectations	Meets Expectations	Below Expectations*
<b>A. Technical Support</b>			
• Knows duties & responsibilities of position			
Maintains knowledge of current library media trends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has knowledge of current information access skills and resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates knowledge of class scheduling and supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds to library patrons request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Organizational Skills</b>			
• Ability to establish a clear, concise pattern of accomplishing one's work			
Meets deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pays attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works well under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. Problem Solving Skills</b>			
• Ability to analyze problems effectively and determine appropriate action for their solutions			
Identifies existing problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anticipates and identifies potential problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knows how & where to obtain necessary information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Considers possible alternatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes thoughtful recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. Initiative</b>			
• Ability to contribute, develop and/or carry out new ideas or methods			
Offers suggestions for improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks additional responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with a minimum supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiates work projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes direction from others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Above Expectations	Meets Expectations	Below Expectations
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**E. Dependability**

- The extent of which an individual can be depended upon  
To be available to work and do it properly

Adheres to a time schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remains at work area as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains confidentially	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**F. Interpersonal Relations**

- Ability to effectively interact with others in the accomplishment of tasks

Adapts to changing situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willing to assist others in accomplishing work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperates with other employees in a pleasant and courteous manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handles difficult situations in a tactful manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishes report with:			
• Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Parents ( if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Below Expectations may be developed into goals for the employee.

Goals \_\_\_\_\_

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Additional Comments \_\_\_\_\_

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\_\_\_\_\_

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

Date \_\_\_\_\_

Administrators Signature \_\_\_\_\_

Date \_\_\_\_\_

**Note:** Employees have the right to attach to this report any comment which they may wish to make.