**University of Santo Tomas**

**College of Education**

**Bachelor of Library and Information Science Program**

**PERFORMANCE EVALUATION SHEET FOR LIBRARY PRACTICE**

**LIS Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Library/Institution/Section:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please give a numerical equivalent for each performance indicator. Ex: 85%)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INDICATOR** | **EXCELLENT**  **95 – 100%** | **VERY GOOD**  **88 – 94%** | **GOOD**  **83 – 87%** | **SATISFACTORY**  **75 – 82%** | **UNSATISFACTORY**  **Below 75%** |
| 1. Knowledge  (Clear understanding of the job, methods, standards and equipment) |  |  |  |  |  |
| 2. Judgement  (Common sense, intelligence, wise decision) |  |  |  |  |  |
| 3. Initiative (Resourcefulness in carrying out work without being urgent) |  |  |  |  |  |
| 4. Reliability  (Performs responsibility able and well) |  |  |  |  |  |
| 5. Cooperation  (Works well with others, deal with people good – naturedly) |  |  |  |  |  |
| 6. Industry  (Works hard all the time) |  |  |  |  |  |
| 7. Punctuality  (Reports for practice regularly and on time) |  |  |  |  |  |
| 8. Personality  (Good attitude, clean and neat in person) |  |  |  |  |  |
| 9. Quality of Work  (Neat, accurate, prompt and efficient) |  |  |  |  |  |
| 10. Quantity  (Required volume of work produced on specified time) |  |  |  |  |  |

*Source: CHED Memorandum Order 08, series of 2005: Policies and Standards for BLIS Program*

**AVERAGE GRADE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMENTS:**

(Please feel free to write comments and suggestions that would help the student better improve his/her work)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervising Librarian/Rater:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_

*Signature over Printed Name*