

XX PUBLIC LIBRARY

PERFORMANCE EVALUATION 20xx

CHIEF EXECUTIVE OFFICER

PERFORMANCE SELF-ASSESSMENT

Reflecting on Performance 20xx - Accomplishments

Looking back at your objectives over the past 12 months, describe your accomplishments/successes.

Objective	Accomplishment/Progress

Reflecting on Performance 20xx - Opportunities for Development

Looking back at your objectives and progress over the past 12 months, identify some opportunities for further development.

Area for Development	Impact/Learnings

Looking Forward to 2019 – Goal Setting

Taking into consideration the strategic goals of the Library and your team, identify your personal goals and objectives for the coming year.

Performance Objective	Actions/Measures

Looking into the future – Long Term Goals or Objectives

Taking into consideration the strategic goals of the Library and your team, identify key goals and objectives for the longer term.

Performance Objective	Actions/Measures

PERFORMANCE FEEDBACK

1. Relationship with the Library Board

- Has established a strong working relationship with the Board
- Demonstrates a respectful understanding of the Board's governance role and supports the Board in its oversight of the Library
- Presents information and recommendations to the Board in a professional, thorough manner
- Communicates ongoing progress with the Board, as well as any updates that may be required between meetings
- Is consistently available to individual Board members whenever necessary
- Supports and contributes to Board training and development on their governance role

EVALUATORS' COMMENTS

2. Strategic Vision and Planning

- Has a challenging and inspiring vision for the future
- Explores future possibilities for the Library
- Works closely with the Board to develop strategic goals for the Library
- Executes strategic priorities and achieves goals established by the Board
- Ensures that Board decisions and policies are communicated to staff along with benchmarks for implementation
- Seeks grants and donations to help fund goals and growth

EVALUATORS' COMMENTS

3. Human Resources Management

- Embraces and supports a safe work environment
- Values differences in individuals
- Supports cooperative and productive work relations and an environment of trust and respect.
- Coaches staff towards just and ethical decision making and action.
- Supports the development of staff through ongoing training opportunities
- Sets clear expectations regarding standards of ethical and professional risibility and teamwork
- Ensures a consistently high level of quality in staff work, operational procedures and service delivery
- Acknowledges and recognizes the extra efforts and accomplishments of staff at all levels
- Conducts performance reviews annually

EVALUATORS' COMMENTS

4. Organizational Development

- Oversees the daily operation of the Library
- Ensures efficient organizational structure and operations
- Organizes and delegates work effectively
- Effectively provides oversight on priorities and ensures accountability for all staff
- Demonstrates a detailed understanding of the Library's financial situation
- Reports financial results to the Board in a timely, accurate fashion
- Ensures that the library operations comply with legal requirements
- Establishes and maintains effective working relationships with Township staff.
- Seeks assistance from Ministry and/or township resources as required

EVALUATORS' COMMENTS

5. Interpersonal Skills and Leadership

- Maintains a personable and professional image that reflects positively on the Library and encourages trust from patrons
- Demonstrates empathy regarding others and exhibits concern for everyone as individuals
- Exercises good judgment in dealing with sensitive issues between individuals and between groups in the community
- Models an environment of respect and valuing of all employees and patrons.
- Pursues professional development opportunities

EVALUATORS' COMMENTS

Evaluators – Final Comments:

CEO – Final Comments:

CEO
xx Public Library

Date

Chair,
xx Public Library Board

Date

Member,
xx Library Board

Date

Member,
xx Public Library Board

Date