

## XX PUBLIC LIBRARY

### PERFORMANCE EVALUATION 20xx

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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

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## **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:**

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CEO  
xx Public Library

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Date

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Chair,  
xx Public Library Board

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Date

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Member,  
xx Library Board

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Date

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Member,  
xx Public Library Board

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Date