

**Bonfield Public Library Policy Manual  
Personnel Policy**

**Appendix C**

**Performance Evaluation Form**

# PERFORMANCE EVALUATION FORM

Bonfield Public Library

## REVIEW OF EMPLOYEE PERFORMANCE

Employee \_\_\_\_\_

Position \_\_\_\_\_

Position Held since \_\_\_\_\_

Supervisor \_\_\_\_\_

Date Review Completed \_\_\_\_\_

**PERFORMANCE EVALUATION FORM (continued)**

Complete the following chart. Other comments for any area can be made on the next page.

For this evaluation:    1 is outstanding  
                                   2 is above average  
                                   3 is acceptable  
                                   4 is marginal  
                                   5 is unsatisfactory

	1	2	3	4	5
UNDERSTANDING THE JOB					
Knowledge of the work					
Comprehension of instruction					
JOB PERFORMANCE					
Planning and organization					
Quantity of work output					
Quality of work					
Achievement of work objectives					
Dependability					
Initiative					
Observance of hours					
Absenteeism					
RELATIONSHIPS					
Receiving instructions					
Giving instructions					
Problem solving					
With fellow workers					
With clients					
OVERALL PERFORMANCE					
Rating					

**PERFORMANCE EVALUATION FORM (continued)**

Record job strengths and superior performance incidents.

Record specific performance deficiencies or job behaviour requiring improvement or correction.

Record progress achieved in attaining previously set goals for improved work performance.

Employee's Future Goals:

Comments

Prepared by \_\_\_\_\_ Date \_\_\_\_\_  
(Reviewer's signature)

Read by \_\_\_\_\_ Date \_\_\_\_\_  
(Employee's signature)