

APPENDIX A

(PER-10 Professional Development, Performance, Evaluation and Discipline)



Employee Annual Performance Review Form

Employee's Name:	Position Title:
Date of Hire:	CEO/Chief Librarian's Name:
Last Review Date:	Current Review Date:
Type of Review: Annual/Probationary	

A) Knowledge (i.e. degree of familiarity, understanding and experience with both the organization and the position)	
Employee's Comments	CEO/Chief Librarian's Comments
What I did well:	What you did well:
What I could improve on:	What you could improve on:

B) Work Results (i.e. quality of work produced, amount of work completed, ability to manage time effectively while also able to solve difficult problems, multitasking, priority setting, thoroughness)	
Employee's Comments	CEO/Chief Librarian's Comments
What I did well:	What you did well:
What I could improve on:	What you could improve on:

C) Communication / Interpersonal Skills – Staff and Public (i.e. ability to cooperate well with others, contribute to the work team, listen to and follow directions, display positive attitude towards work, use of discretion, courtesy and tact)	
Employee's Comments	CEO/Chief Librarian's Comments
What I did well:	What you did well:
What I could improve on:	What you could improve on:

D) Initiative, Adaptability and Judgment (i.e. willingness to take on new tasks and responsibilities, adapt to circumstances, act independently, analysis and thought when decision making)	
Employee's Comments	CEO/Chief Librarian's Comments
What I did well:	What you did well:
What I could improve on:	What you could improve on:

E) Reliability (i.e. ready to begin work at designated time, dresses appropriately for the type of work being performed, responsibility taken for actions and resulting consequences)	
Employee's Comments	CEO/Chief Librarian's Comments
What I did well:	What you did well:
What I could improve on:	What you could improve on:

F) Health and Safety (i.e. reports hazards to the Health and Safety Representative and CEO/Chief Librarian, works in a safe manner, wears appropriate PPE, follows health and safety procedures)	
Employee's Comments	CEO/Chief Librarian's Comments
What I did well:	What you did well:
What I could improve on:	What you could improve on:

G) Supervisory Ability – if applicable (i.e. ability to give instruction, delegate, organize, train, evaluate and motivate, achieving effective results)	
Employee's Comments	CEO/Chief Librarian's Comments
What I did well:	What you did well:
What I could improve on:	What you could improve on:

Employee Personal Development Plan

1) Review of accomplishments over the past year.

2) Review of goals with associated objectives and measures to be established for the coming year.

3) Review of coaching, training or educational opportunities for the accomplishment of the goals established for the coming year.

ACKNOWLEDGEMENT:

Employee's Signature: _____ Date: _____

CEO / Chief Librarian's Signature: _____ Date: _____

Employee Annual Performance Review Form was last reviewed on: July 9 2020