

APPENDIX C Policy GOV-08  
 Gravenhurst Public Library  
 CEO/Chief Librarian Performance Review Rubric



Evaluator Name: \_\_\_\_\_ Evaluation for: \_\_\_\_\_

Performance Year: \_\_\_\_\_ Date completed: \_\_\_\_\_

Please circle to indicate your role: GPL Board Member    Staff Member    Self-evaluation

This rubric is available to GPL Board Members, the CEO/Chief Librarian and full and part-time staff to provide feedback for the evaluation process of the CEO/Chief Librarian. If an evaluator does not feel that they have enough information to comment on a particular criterion, they are invited to indicate this with NA (not applicable).

<b>Category 1: Meeting Operational Objectives</b>			
Monitors and evaluates organizational effectiveness.	Rarely	Sometimes	Always
Analyzes and streamlines existing rules and/or procedures for a more effective operation.	Rarely	Sometimes	Always
Monitors and analyzes developments in relevant legislation and submits required reports.	Rarely	Sometimes	Always
Working with the finance committee, prepares an annual budget in consultation with both the GPL Board and GPL staff members.	Rarely	Sometimes	Always
Monitors the expenditures of all library budgets. Exercises control over these budgets where necessary.	Rarely	Sometimes	Always
Identifies and submits proposals to a wide variety of appropriate funding sources.	Rarely	Sometimes	Always
Monitors the condition of the physical plant. Initiates actions required to ensure building and grounds remain in good condition.	Rarely	Sometimes	Always

Keeps current, in a general sense, regarding developments in information technology especially as they impact the operations of public libraries.	Rarely	Sometimes	Always
<b>Rating Scale</b>	<b>NS: Needs Strengthening</b>	<b>ME: Meets Expectations</b>	<b>EE: Exceeds Expectations</b>
Overall Rating Comments for this Performance Category			
<b>Category 2: Planning, Organization and Problem Solving</b>			
Displays effective planning and organizational skills by gathering and analyzing relevant data, considering alternative courses of action and developing written action plans, which include deadlines and accurate cost elements.	Rarely	Sometimes	Always
Involves and works effectively with staff in the planning process.	Rarely	Sometimes	Always
Is able to implement plans effectively once a course of action is decided upon.	Rarely	Sometimes	Always
Demonstrates effective time management. Achieves timely and accurate results.	Rarely	Sometimes	Always
Anticipates and deals with problems before they become crises.	Rarely	Sometimes	Always

Follows up to ensure that the problem has been solved and evaluates the result to see if the approach followed is the most effective way to achieve the desired outcome.	Rarely	Sometimes	Always
<b>Rating Scale</b>	<b>NS: Needs Strengthening</b>	<b>ME: Meets Expectations</b>	<b>EE: Exceeds Expectations</b>

Overall Rating:

Comments for this Performance Category:

**Category 3: Professional Qualities and Competencies**

Is aware of developments and changes in the profession	Rarely	Sometimes	Always
Recognizes and adjusts to internal and external political realities. Willingly adapts to changes in workplace, community and the broader environment.	Rarely	Sometimes	Always
Is conversant with applicable legislation (e.g. Public Libraries Act, municipal bylaws affecting libraries, health and safety guidelines).	Rarely	Sometimes	Always
Maintains a network of internal and external associations including professional affiliations.	Rarely	Sometimes	Always
Is aware of budget constraints and is able to provide and interpret the library's financial data in an accurate and timely way.	Rarely	Sometimes	Always

Demonstrates a commitment to continuous learning in areas relevant to the performance of the GPL CEO/Chief Librarian's duties.	Rarely	Sometimes	Always
Sets personal professional goals.	Rarely	Sometimes	Always
<b>Rating Scale</b>	<b>NS: Needs Strengthening</b>	<b>ME: Meets Expectations</b>	<b>EE: Exceeds Expectations</b>

Overall Rating:

Comments for this Performance Category:

**Category 4: Management of Human Resources**

Selects staff wisely.	Rarely	Sometimes	Always
Manages staff in accordance with relevant legislation.	Rarely	Sometimes	Always
Directs staff toward attainment of operational objectives.	Rarely	Sometimes	Always
Is able to achieve positive results based on the skills and knowledge of staff.	Rarely	Sometimes	Always
Delegates tasks appropriately within the limits of the skills and knowledge of staff.	Rarely	Sometimes	Always
Ensures that staff development is available for and undertaken by staff. Is involved in evaluating the effectiveness of the programs undertaken.	Rarely	Sometimes	Always

Conducts regular performance evaluations of staff and provides them with clear and constructive feedback relating to their performance.	Rarely	Sometimes	Always
Encourages a climate of innovation leading to the implementation of productive and informed change for the betterment of library operations.	Rarely	Sometimes	Always
Acts as a role model for staff.	Rarely	Sometimes	Always
Promotes teamwork.	Rarely	Sometimes	Always
<b>Rating Scale</b>	<b>NS: Needs Strengthening</b>	<b>ME: Meets Expectations</b>	<b>EE: Exceeds Expectations</b>
<b>Category 5: Interpersonal relations and communications. Consider the criteria below in regard to CEO/Chief Librarian's relationship with the GPL Board, staff and external agencies.</b>			
Consistently communicates with all parties using appropriate communication techniques.	Rarely	Sometimes	Always
Consistently communicates rationale for decisions with those involved/affected.	Rarely	Sometimes	Always
Demonstrates flexibility when consensus is not readily attainable.	Rarely	Sometimes	Always
Is able to effectively resolve conflict.	Rarely	Sometimes	Always

Is sensitive and receptive to the feelings and ideas of others.	Rarely	Sometimes	Always
Gives due credit to others for their contributions and performance.	Rarely	Sometimes	Always
Maintains effective two-way communications both within and outside the library.	Rarely	Sometimes	Always
Maintains professional liaison with provincial and national library groups.	Rarely	Sometimes	Always
Establishes a friendly and respectful relationship with GPL patrons.	Rarely	Sometimes	Always
Develops and uses various methods for assessing community needs to better serve existing patrons and consistently reaches out to current non-users.	Rarely	Sometimes	Always
Works effectively with various community agencies in co-operative program planning.	Rarely	Sometimes	Always
<b>Rating Scale</b>	<b>NS: Needs Strengthening</b>	<b>ME: Meets Expectations</b>	<b>EE: Exceeds Expectations</b>
<b>Category 6: GPL Board Relations</b>			
Prepares the agendas for and attends all GPL Board meetings.	Rarely	Sometimes	Always

Informs and advises the GPL Board on all issues of substance requiring their attention.	Rarely	Sometimes	Always
Recommends policies, goals, objectives and plans to the GPL Board.	Rarely	Sometimes	Always
Facilitates the effective functioning of the GPL Board and its committees by providing reports and advice in a complete and timely manner.	Rarely	Sometimes	Always
Maintains effective lines of communication with GPL Board members and keeps them informed of library affairs.	Rarely	Sometimes	Always
Prepares and keeps records of the business and financial documents of the GPL Board.	Rarely	Sometimes	Always
Handles GPL Board correspondence.	Rarely	Sometimes	Always
Implements and administers library policies.	Rarely	Sometimes	Always
Promotes the GPL within the community.	Rarely	Sometimes	Always
Promotes partnerships with community organizations.	Rarely	Sometimes	Always
<b>Rating Scale</b>	<b>NS: Needs Strengthening</b>	<b>ME: Meets Expectations</b>	<b>EE: Exceeds Expectations</b>
Summary Comments:			

