**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.*

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| **Objective** | **Accomplishment/Progress** |
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**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.*

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| **Area for Development** | **Impact/Learnings** |
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**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.*

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| **Performance Objective** | **Actions/Measures** |
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**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.*

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| **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

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| EVALUATORS’ COMMENTS |
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**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

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| EVALUATORS’ COMMENTS |
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1. **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

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| EVALUATORS’ COMMENTS |
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1. **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

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| EVALUATORS’ COMMENTS |
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**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

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| EVALUATORS’ COMMENTS |
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| **Evaluators – Final Comments:** |
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| **CEO – Final Comments:** | | | |
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| CEO  xx Public Library |  | Date |
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| Chair,  xx Public Library Board |  | Date |
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| Member,  xx Library Board |  | Date |
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| Member,  xx Public Library Board |  | Date |