

Annual Performance Review of Director: Procedure

My performance review is due in July. I have included the form that you used in previous years. This is just informational. The form does not need to be completed at this time. The actual review will take place in an Executive Session in July or August.

# ELMHURST PUBLIC LIBRARY DIRECTOR EVALUATION FORM

## Descriptors

- 4 = Clear Mastery – consistently demonstrates exceptional performance
- 3 = Strong Evidence – Often demonstrates performance beyond expectations.
- 2 = Some Evidence – Performance meets expectations.
- 1 = Developmental Opportunity – Performance could be improved.
- 0 = No Opportunity to Observe

## PART 1

<b>Category 1 – Organizational Leadership</b>			
	<b>4</b>	Clear Mastery	<b>Competency Description</b> *Understands and implements the mission of the Library. *Works as an advocate for the Library with other units of government, community organizations, and the public. *Stays current with new ideas and trends in Library service. *Makes effective decisions – gathers input, makes timely decisions and communicates results. *Articulates a guiding vision.
	<b>3</b>	Strong Evidence	
	<b>2</b>	Some Evidence	
	<b>1</b>	Development Opportunity	
	<b>0</b>	No Opportunity to Observe	
<b>Comments:</b>			

<b>Category 2 – Business and Financial Management</b>			
	<b>4</b>	Clear Mastery	<b>Competency Description</b> *Understands the financial needs of the Library. *Works with City staff to provide the Board accurate, understandable information about the financial status of the Library through regular financial reports. *Prepares a well-supported budget for Board review and approval. *Ensures that funds are spent appropriately. *Assists the Board in keeping the Library financially sound.
	<b>3</b>	Strong Evidence	
	<b>2</b>	Some Evidence	
	<b>1</b>	Development Opportunity	
	<b>0</b>	No Opportunity to Observe	
<b>Comments:</b>			

### Category 3 – Relationship with the Board

	4	Clear Mastery	<b>Competency Description</b> *Informs Board members about issues, needs and operation of the Library. *Offers direction to the Board when needed on issues requiring Board action, and makes appropriate recommendations based on thorough study and analysis. *Correctly interprets the intent of and executes Board policy. *Seeks and accepts constructive criticism from the Board. *Supports Board policy and actions to staff and public.
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	

Comments:

### Category 4 – Interpersonal Effectiveness

	4	Clear Mastery	<b>Competency Description</b> *Maintains high standards of ethics, honesty and integrity in professional relationships. *Establishes rapport and maintains productive relationships with subordinates, Board, and the community. *Responds well when faced with unexpected/difficult situations. *Seeks input from others; creates a collegial atmosphere where ideas and information are easily exchanged. *Willingly accepts responsibility for actions and eagerly gives credit to staff.
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	

Comments:

### Category 5 – Personnel Management/Development

	4	Clear Mastery	<b>Competency Description</b> *Analyzes staff periodically to ensure efficient use of personnel. *Delegates authority and responsibility appropriately. *Supports and motivates staff, providing necessary resources, encouragement and appreciation. *Address performance issues and takes actions necessary to correct problems.
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	

Comments:

### Category 6 – Innovation/Improvement

	<b>4</b>	Clear Mastery	<b>Competency Description</b> *Regularly proposes new ideas to the Board to improve service to the public. *Constantly pushes to improve efficiency and effectiveness. *Functions well in a fast-paced, changing environment. *Drives to excel in all matters.
	<b>3</b>	Strong Evidence	
	<b>2</b>	Some Evidence	
	<b>1</b>	Development Opportunity	
	<b>0</b>	No Opportunity to Observe	

Comments:

### Category 7 – Planning and Problem Solving

	<b>4</b>	Clear Mastery	<b>Competency Description</b> *Establishes clear long and short-term objectives that are attainable and provide improved customer service. *Plans, organizes and effectively completes projects. *Logically analyzes and solves problems.
	<b>3</b>	Strong Evidence	
	<b>2</b>	Some Evidence	
	<b>1</b>	Development Opportunity	
	<b>0</b>	No Opportunity to Observe	

Comments:

## PART 2

Describe areas where performance is particularly effective:

- 1.
- 2.
- 3.

Describe areas where performance could be more effective:

- 1.
- 2.
- 3.