

MINNESOTA WEST LIBRARIAN EVALUATION

Date _____ Librarian _____

Evaluator _____

Key:

- 1. Greatly Exceeds Standards**
- 2. Exceeds Standards**
- 3. Fully Meets Standards**
- 4. Minimally Meets Standards**
- 5. Below Standards**

I. KNOWLEDGE OF JOB: acquisitions, cataloging, circulation, collection development, interlibrary loan, reserves.

	1	2	3	4	5
A. Demonstrates level of competence in specific area(s) of responsibility.					
B. Displays ability to plan, organize, and implement tasks and projects to meet schedules and deadlines.					
C. Has commitment to quality.					
D. Takes responsibility for learning updated internal procedures					
E. Time spent on problems is proportional to their importance.					
F. Willing to incorporate new appropriate uses of technology.					
G. Keeps users informed of availability of additional resources.					
H. Usually obtains and analyzes all appropriate facts prior to making judgments.					
I. Manages campus library budget with appropriate controls so that funds are available to carry out year long programs, are not spent inequitably, and are not overspent.					
J. Effectively involves faculty in selecting and developing subject collection areas.					
K. Catalogs appropriately for collection and patron access.					
L. Maintains physical library, its collection and equipment, integrity of the catalog.					
M. Assists in planning, budget processes, and policy development.					

II. REFERENCE SERVICE RESPONSIBILITY

	1	2	3	4	5
A. Demonstrates thorough knowledge of basic reference tools.					
B. Demonstrates thorough knowledge of library collection and online resources.					
C. Skilled in research.					
D. Exerts effort to understand the patron's needs and follows through with assistance.					
E. Demonstrates enthusiasm for assisting students.					
F. Guides patron through the research steps, rather than doing the research for the patron.					
D. Can communicate library information to patrons in a clear manner.					
E. Often anticipates needs of students and faculty.					

III. LIBRARY USE INSTRUCTION RESPONSIBILITY

	1	2	3	4	5
A. Knows subject matter and is well prepared.					
B. Shows enthusiasm.					
C. Clear objectives for the session.					
D. Can communicate information clearly and understandably for student.					
E. Answers questions satisfactorily; encourages students to seek help from library staff later if needed.					
F. Provides information in a way that encourages the student to become an independent library user.					
G. Seeks out faculty and discusses ways library staff can present information to their classes.					
H. Teaches critical thinking/evaluation as part of instruction.					

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IV. INTERPERSONAL RELATIONSHIPS

	1	2	3	4	5
A. Open to new ideas.					

B. Welcomes differences in viewpoint. Demonstrates ability to accept criticism and changes in procedure.					
C. Willingness to suggest improvements.					
D. Exhibits cooperative team spirit.					
E. Communicates well with colleagues, supervisors, and library users.					
F. Is honest and dependable in dealings with other campus personnel and students.					

V. PROFESSIONAL RESPONSIBILITY

	1	2	3	4	5
A. Readily develops ideas and solutions to problems.					
B. Sees important aspects and can make decisions readily.					
C. Reports problem areas and recommends policy changes.					
D. Reads current library literature and pertinent subject literature.					
D. Participates in professional development and organizations.					
E. Holds committee positions.					
F. Actively participates in college functions.					
G. Does not allow personal matters to affect professional judgment					
H. Has adequate self-confidence.					
I. Seeks out faculty colleagues to make them aware of library services, such as library use instruction, expertise in research strategies, new library web site resources, off campus services.					

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VI. SUPERVISORY ABILITY

	1	2	3	4	5
A. Ability to give clear instructions.					
B. Creates a comfortable, cooperative work environment.					
C. Compliments and thanks support staff and student workers appropriately and sincerely.					

D. Recognizes and rewards meritorious achievements of support staff and student workers.					
E. Does not appropriate ideas and work of support staff and student workers to improve his/her standing and image.					
F. Is just and considerate in discipline of support staff and student workers when needed.					

VII. PUBLIC RELATIONS/SOCIAL RESPONSIBILITY

	1	2	3	4	5
A. Conducts self professionally in a manner, which will result in favorable public relations for Minnesota West and MnSCU.					
B. Attempts to orient his/her work to the welfare of society at large.					
