

**MENDOCINO COLLEGE
EVALUATION PROCESS - HOURLY LIBRARIANS (5/22)**

I. Purpose

The purpose of this evaluation process is to recognize the strengths and achievements of the Librarian and encourage improvement through a regular, formal review focusing on self-awareness, effectiveness, goal-setting and open communication.

II. Content

- A. Supervisor Interview
- B. Self-Assessment

III. Timeline/Evaluator

Hourly Librarians will be evaluated by the Head Librarian once during their first semester of assignment and a minimum of once every six regular semesters thereafter. Evaluations conducted in the Fall Semester will be completed by January 31st and evaluations conducted in the Spring Semester will be completed by June 30th.

IV. Process

- A. The Evaluatee will complete Form A as a Self-Evaluation.
- B. The Head Librarian will complete Form A based on observations of the Evaluatee's performance.
- C. The Evaluatee and the Head Librarian will meet to compare their responses on Form A, discussing differences and setting goals.
- D. The Head Librarian will prepare a final draft of Form A based on the discussion, returning it to the Evaluatee, with Form B, Certificate for Completion, for her/his comment and signature.
- E. After signatures and comments, Forms A and B will be forwarded to the supervising Dean for review and signature. If requested by the Evaluatee, a post-evaluation conference may be scheduled with the Dean to discuss the results.
- F. The supervising Dean will forward the signed evaluation materials to Human Resources for inclusion in the Evaluatee's personnel file.

Mendocino College
FORM A – SELF EVALUATION OF HOURLY LIBRARIAN (7/13)

Hourly Librarian _____

Evaluator _____ **Semester** _____ **Year** _____

Rate each of the following, based on your opinion.

Complete only those with which you have personal experience:

E = Excellent
 AA = Above Average
 A = Average
 I = Improvement Needed
 U = Unsatisfactory

		E	AA	A	I	U
1.	Communicates effectively with patrons, faculty, and staff	()	()	()	()	()
2.	Treats all library patrons with respect and patience	()	()	()	()	()
3.	Demonstrates understanding of library policies/procedures and equitably applies them	()	()	()	()	()
4.	Displays diplomatic and impartial problem-solving methods when facing a problem	()	()	()	()	()
5.	Accepts and acts on constructive feedback from Fellow staff members and supervisors	()	()	()	()	()
6.	Maintains a positive learning environment in the library	()	()	()	()	()
7.	Shows judgement in independent decision-making	()	()	()	()	()
8.	Uses time effectively	()	()	()	()	()
9.	Provides effective reference assistance to students and faculty	()	()	()	()	()
10.	Is knowledgeable about the library's collections	()	()	()	()	()
11.	Uses Creativity and imagination in problem-solving	()	()	()	()	()
12.	Shows a sense of responsibility in conserving and safeguarding library materials	()	()	()	()	()
13.	Attention to detail/accuracy of work	()	()	()	()	()
14.	Dependability/attendance	()	()	()	()	()
15.	Is collegial and collaborates effectively with other library staff members	()	()	()	()	()

COMMENTS:

GOALS:

Mendocino College
EVALUATION OF HOURLY LIBRARIAN
FORM B – Certificate of Completion (7/13)

Hourly Librarian:

Year:

Head Librarian:

Date:

COMMENTS BY SUPERVISOR:

RECOMMENDATION:

___ Continue on regular evaluation schedule

___ Re-evaluate on _____

___ Other (explain):

CERTIFICATE OF COMPLETION:

Hourly Librarian

Date

Faculty signature indicates awareness of the report only. I wish to exercise my option to have my written comments attached to the evaluation forms. Yes _____ No _____

Head Librarian

Date

Dean

Date

Vice-President of Education and Student Services

Date