



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Employee Development
Section Number: 6.3
Section Name: Performance Evaluation Policy
Last Revised:

- A. The performance evaluation process provides an opportunity for supervisor and employees to discuss job-related tasks, accomplishments, goals, skills, and performance. It is also a time to suggest areas for training and improvement. The evaluation may also provide information for future decisions, such as, but not limited to promotions or transfers.
- B. Evaluations are conducted by the employee's immediate supervisor. If an employee works in more than one department, each supervisor will evaluate the employee individually. The employee's evaluations will be considered jointly to determine an overall performance rating.
- C. Supervisors may seek input on evaluations from other department heads and/or, when a significant portion of the employee's work is performed beyond the library facility, from outside sources.
- D. The supervisor and the employee will review the completed evaluation form together. The employee will be required to sign the final evaluation, acknowledging his/her opportunity to review and discuss the document.
- E. The employee must also sign and return the "Comments by Employee" response sheet within five (5) days of the review, whether or not the employee chooses to add comments to his/her evaluation.
- F. Copies of all evaluations will be maintained in the individual personnel files.