

Library Clerk Evaluation

Administrative Procedure 2.C.160

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted:

Date Amended: June 2006, October 2006

Evaluation Procedure

- 1. Principals will review the evaluation format with all library clerks each September or upon hiring.
- 2. Principals are responsible for signing and communicating evaluations.
- 3. Evaluation timelines vary according to length of employment:
 - a) Probationary employees: Part 1 & 2 must be completed before three months of employment
 - b) New library clerks: Part 1 & 2 must be completed annually by mid June for the first two year of employment.
 - c) Library clerks employed longer than two years: Part 2 only must be competed by mid June every second hear of employment.
 - d) Library clerks identified by principals with performance concerns:
 - e) Library clerks new to a school: Part 1 & 2 must be completed by mid June of the first year, then every second year thereafter.
- 4. Completed evaluations are to be shared with, and copied to, the library clerk. Originals are to be forwarded by the end of June to the Educational Support Centre for placement in personnel files.
- 5. Library clerks who disagree with an evaluation should first request reconsideration by the principal. A library clerk who still disagrees with an evaluation may appeal to the Superintendent in writing within seven days of receipt of the evaluation.

Library Clerk Evaluation Form – Part 1

- Complete as required by mid June.
- Complete for new employees at the end of the three month probationary period.

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LIBRARY CLERK Evaluation Form

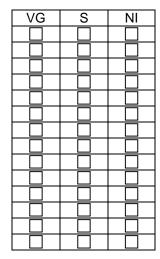
Note: This page is to be completed <u>for all employees</u> by the end of May.

Name: School	
Job Classification: Completed by	
Date Completed:	
Rating Scale Very Good: Employee exceeds the performance requirements of the Satisfactory: Employee meets the performance requirements of the Needs Improvement: Employee does not meet the performance rethis area. Recommendations for improvement must accompany the Not Applicable: This are is not an expectation for this employee at 1. PERSONAL QUALITIES / ATTRIBUTES	e position in this area. quirements of the position in iis rating.
 Punctuality Dependability Cooperation Enthusiasm Judgement Adaptability Confidentiality Attitude to work Accepts responsibility Accepts direction 	VG S NI
2. INTERPERSONAL SKILLS	
 Works positively as part of the school team Interacts positively with students Displays common courtesy to all Follows lines of communication 	VG S NI

2.0 Human Resources 2.C. Evaluation and Growth

3. JOB RELATED SKILLS

- Cataloguing
- Processing
- Maintains files and collections
- Shelves, circulates and retrieves materials
- Plans and prepares book displays
- Preparation or orders
- Assists students/staff
- ICT Skills
- Records keeping
- Quality of work
- Quantity of work
- Automation skills
- Maintains inventory of technology resources
- Written / oral communication



COMMENTS (optional)

I have read and received a copy of the evaluation.		
Employee Signature	Date	
Supervisor Signature	 Date	

2.0 Human Resources 2.C. Evaluation and Growth

Library Clerk Evaluation Form – Part 2

- Complete as required by mid June.
- Complete for new employees at the end of the three month probationary period.

Name: School	
Completed by:	
1. Areas of Strength	
2. Suggestions for Improvement	
3. Conclusions	
Principal's Signature	Date
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Library Clerk Signature	Date
I request I do not request that my prince I will will not be appealing this evaluation (Appeals must be submitted in writing within seven Employees are to be provided with a copy Please forward original to the Education S	on to the Superintendent. en days of receipt of evaluation.) y of the completed evaluation.