



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 for all employees by the end of May.

Name: _____ School _____

Job Classification: _____ Completed by _____

Date Completed: _____

Rating Scale

Very Good: Employee exceeds the performance requirements of the position in this area.

Satisfactory: Employee meets the performance requirements of the position in this area.

Needs Improvement: Employee does not meet the performance requirements of the position in this area. Recommendations for improvement must accompany this rating.

Not Applicable: This area is not an expectation for this employee at this time.

1. PERSONAL QUALITIES / ATTRIBUTES

- Punctuality
- Dependability
- Cooperation
- Enthusiasm
- Judgement
- Adaptability
- Confidentiality
- Attitude to work
- Accepts responsibility
- Accepts direction

VG	S	NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Library Clerk Signature

Date

I request I do not request that my principal reconsider this evaluation.

I will will not be appealing this evaluation to the Superintendent.

(Appeals must be submitted in writing within seven days of receipt of evaluation.)

- Employees are to be provided with a copy of the completed evaluation.
- Please forward original to the Education Support Centre by the end of June.