

ADAMS COUNTY PUBLIC LIBRARY

SECTION 2.700 – PERFORMANCE REVIEW (REVISED 9-14-16)

The Adams County Public Library will conduct periodic performance reviews.

The purpose of a progress review is to establish and document an on-going, candid conversation between each employee and his/her supervisor. The review will help achieve the following objectives: 1) continually review organizational goals; 2) communicate job expectations; 3) recognize accomplishments and strengths; 4) identify areas for improvement; 5) develop plans for training; 6) monitor implementation of improvement plans.

The evaluation will consist of a review of three areas of employee performance: core values, job standards and self-development goals.

Core values are essential for all employees. These are behaviors that contribute to the efficient operation of the library system. Employees who exhibit high levels of these behaviors not only make the library a better place to work but also enable all staff to provide better service to the public.

Core values to be reviewed include: 1) positive approach; 2) dependability; 3) team spirit; 4) professionalism; 5) leadership (for managerial staff).

Job standards help each employee understand how his/her performance contributes to the overall effectiveness of library operations. Job knowledge, skills, competencies and behavior impact upon the employee's ability to achieve the desired job standards.

Job standards to be reviewed include: 1) general duties and responsibilities as listed on the job description; 2) other specific tasks and duties identified by the supervisor as appropriate to the employee's job assignment.

Self-development goals are those activities that the employee and the supervisor identify as being crucial to the employee's long-term success in the library organization.

All staff will be reviewed at least once each year with as many follow-up reviews as are necessary during the year.