



**Form 3: Performance Review: Employer**  
**To be completed by the Employer \***

**Employee Name** \_\_\_\_\_ **Position title** \_\_\_\_\_

**Employer / Library Name** \_\_\_\_\_

**Strength / growth:** Describe the employee's strengths and how they have changed in the past year.

**Improvement / development needs and plans:** Identify the employee's most critical needs and what action / training plan they need to undertake to improve them (e.g. computer training, formal education courses, time-management courses, self improvement courses, attending COLAL, attending conferences, etc.).

**Job / career recommendations:** Discuss your views of the employee's potential and opportunities to broaden / expand the current job

**Performance and accountabilities summary:** Summarize your view of the employee's accomplishments in the past year. Refer to and consider the detailed accountabilities in their position description (e.g. administration, collection maintenance, library and equipment maintenance, and client services). Please place a rating in each of the categories below, using the *Employee Performance Rating Definitions* on the next page.

Administration	Collection Maintenance	Library Maintenance	Equipment Maintenance	Client Services

*Performance Review: Employer (form 3)*

- \*The employer may be represented by the Law Association President, the Library Committee and/or Library Committee Chair or the Law Librarian.



## Performance Review: Employer

### To be completed by the Employer \*

**Competencies and functional skills assessment summary:** Summarize your view of the employee’s competencies and functional skills. Please place a rating in each of the categories below, using the *Employee Performance Rating Definitions* below.

- **Customer service orientation:** This refers to the desire to help or provide service to others, and to focus efforts toward discovering and meeting the customer’s needs.
- **Team skills:** This refers to the behaviours required for individuals to contribute effectively in a team environment.
- **Orientation for excellence:** This refers to an attitude and concern to work towards a high standard for oneself and others within and/or outside the organization.
- **Interpersonal skills:** This refers to the behaviour, attitude and desire required to communicate with others, including listening, understanding and responding.
- **Language skills:** This refers to the behaviour needed to communicate with others, both orally and in a written manner, using logic and persuasion to explain one’s position.
- **Functional / technical skills:** This refers to technical, organizational, time management and computer skills.

Customer Service Orientation	Team Skills	Orientation for Excellence	Interpersonal Skills	Language Skills	Functional/Technical Skills

**Employer signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Employee performance rating definitions

- 4 - Exceptional:** Consistently surpasses expectations in this skill area and serves as a role model for others in achievement of this skill. A distinguishing attribute for this employee.
- 3+ - Solid plus contributor:** Recognized as having consistently high skill level in this area. Always demonstrates this skill at a superior level of quality and competency.
- 3 – Solid contributor:** Has a solid level of skill and knowledge in this area. Skills are performed in a fully satisfactory manner, at an expected level of competency.
- 2 - Developing:** Not able to perform this skill in a fully satisfactory manner on a consistent basis. Requires ongoing development of this area, but should be able to improve over a short period of time.
- 1 – Unsatisfactory:** Unable to perform this skill at a satisfactory level for the position. Substantial improvement in this skill area is clearly needed.

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