



Form 2: Performance Review: Employee
To be completed by the employee

Employee name _____ **Position title** _____

Employer / Library name _____

Accomplishment and accountabilities summary: Summarize your accomplishments in the past year based on your position description and goals. (Review your accountabilities, e.g. administration, collection maintenance, library and equipment maintenance and client services). What special skills and abilities did you use in solving problems or difficulties? Did you save time or money or improve a service by applying your skills or ideas?

Strengths / growth: Describe your strengths (e.g. your problem-solving abilities, computer literacy, interpersonal skills, communication skills, organizational abilities, efficiency, etc). How have they changed in the past year? (e.g. your growth may be a gain in knowledge or overcoming a challenge).

Improvement / development needs and plans: Identify your most critical needs and what action/training plan you have undertaken/or will undertake to improve them (e.g. computer training, formal education courses, time-management courses, self improvement courses, attending COLAL, etc.) Do you need other resources/training?

Job / career interest: Describe opportunities to broaden / expand the current position you hold? Describe longer-term interests. What would you need to do to accomplish these?

Employee's signature: _____ **Date:** _____

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