



James Blackstone Memorial Library *Self-Evaluation Worksheet*

EMPLOYEE NAME:		
Date of Hire	Job Title	Department
Supervisor	Evaluation Period	Date of Self-Evaluation

The self-evaluation worksheet is designed to encourage you to prepare for a constructive discussion between you and your supervisor about your accomplishments and professional goals. The more involved you are, the more effective the performance evaluation conversation is likely to be. Please complete the worksheet and return to your supervisor by **June 9, 2023**. Please list 2-5 goals to accomplish during July 2023-June 2024. Goals may include professional development and projects/initiatives related to your department and the library's overall strategic plan. Please continue on the back or a separate sheet if necessary.

EMPLOYEE TO COMPLETE
Goal I:
Goal II:
Goal III:
Goal IV:
Goal V:

Position Description: Do you feel that the expectations of your job are clear and consistent with your position description?
Accomplishments: Identify at least two of your accomplishments during the past year that best represent your job performance in meeting or exceeding the goals of your department or the library overall.
Development: Indicate your immediate and longer-term career objectives, including any plans for further education and/or skill enhancement.
Training Opportunities: What courses or training programs would enable you to improve your performance and better contribute to overall unit goals?
Organizational Climate: Describe the most difficult aspects of your job: If you could improve your position, yourself, and/or your department, what would be your suggestions?

SUPERVISOR TO COMPLETE

Date of Review:

Supervisor Comments:

Employee Signature

Date

Supervisor Approval

Date

Library Director Approval

Date