(PRINT ON LETTERHEAD OR WITH LIBRARY LOG AT TOP OF FIRST PAGE)

**AUOR (ALL UNDER ONE ROOF) ASSESSMENT/FEEDBACK REQUEST**

The Missoula Public Library Board of Trustees is requesting your voluntary evaluation and feedback regarding Library Executive Director Slaven Lee’s recent work at the Library and with you as part of her performance appraisal process. Descriptions of rating values are identified below to assist with your input.

If you were not able to observe a particular assessment area, please indicate N/O. Thank you in advance for your participation. Please return your form to (who and how to deliver???) no later than (date).

**Outstanding (5)** – Contributes overall extraordinary results well beyond what is expected of the position and makes remarkable contributions to partnerships and the library overall. Exhibits exceptional effective work behaviors.

**Exceeds Expectations (4)** – Consistently contributes significantly above what is expected of the position and makes important contributions to partnerships, including continuous improvements. Substantially exhibits effective workplace behaviors.

**Meets Expectations (3)** – Consistently makes meaningful contributions to their partners and the organization. Employee has met, or at times exceeded, overall expectations regarding role accomplishments in terms of quality, quantity, and timeliness. Consistently exhibits effective workplace behaviors.

**Needs Improvement (2)** – Employee has been inconsistent in achieving expected partnership development and requires more guidance than necessary. May have demonstrated behaviors inconsistent with expectations. Has not been reliable at times and needs improvement.

**Unacceptable (1)** – Employee consistently underperforms and has provides inadequate value to their partners.

**Not Observed** **(N/O)** – There may be times that our partners have not observed or experienced specific interactions with the Executive Library Director.

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| **ITEM TO BE ASSESSED** | **SCORE (5, 4, 3, 2, 1, or N/O)** |
| 1. I am comfortable approaching the Library Executive Director to discuss ideas or concerns about my program at the library. |  |
| 1. My staff have had positive working relationships with the Library Executive Director. |  |
| 1. The Public Library staff are helpful and courteous to my team and to others. |  |
| 1. The director is knowledgeable about the library and maintains a friendly, professional demeanor with patrons and partners. |  |
| 1. The director is also knowledgeable about my program and how it serves the needs of the library’s patrons. |  |
| 1. The director is response to my inquiries and/or concerns I have. |  |
| 1. We engage on a routine basis to review how our program is working, needs we may have, and any other information that needs to be shared. |  |
|  | **TOTAL = \_\_\_\_** |
| **Additional Comments or Ideas:** | |