

APPENDIX C Policy GOV-08
 Gravenhurst Public Library
 CEO/Chief Librarian Performance Review Rubric



Evaluator Name: _____ Evaluation for: _____

Performance Year: _____ Date completed: _____

Please circle to indicate your role: GPL Board Member Staff Member Self-evaluation

This rubric is available to GPL Board Members, the CEO/Chief Librarian and full and part-time staff to provide feedback for the evaluation process of the CEO/Chief Librarian. If an evaluator does not feel that they have enough information to comment on a particular criteria, they are invited to indicate this with NA (not applicable).

Category 1: Meeting Operational Objectives			
Monitors and evaluates organizational effectiveness.	Inconsistently	Consistently	Consistently with Innovation
Analyzes and streamlines existing rules and/or procedures for a more effective operation.	Inconsistently	Consistently	Consistently with Innovation
Monitors and analyzes developments in relevant legislation and submits required reports.	Inconsistently	Consistently	Consistently with Innovation
Working with the finance committee, prepares an annual budget in consultation with both the GPL Board and GPL staff members.	Inconsistently	Consistently	Consistently with Innovation
Monitors the expenditures of all library budgets. Exercises control over these budgets where necessary.	Inconsistently	Consistently	Consistently with Innovation
Identifies and submits proposals to a wide variety of appropriate funding sources.	Inconsistently	Consistently	Consistently with Innovation

Monitors the condition of the physical plant. Initiates actions required to ensure building and grounds remain in good condition.	Inconsistently	Consistently	Consistently with Innovation
Keeps current, in a general sense, regarding developments in information technology especially as they impact the operations of public libraries.	Inconsistently	Consistently	Consistently with Innovation
Rating Scale	NS: Needs Strengthening	ME: Meets Expectations	EE: Exceeds Expectations

Overall Rating:

Comments for this Performance Category:

Category 2: Planning, Organization and Problem Solving

Displays effective planning and organizational skills by gathering and analyzing relevant data, considering alternative courses of action and developing written action plans, which include deadlines and accurate cost elements.	Inconsistently	Consistently	Consistently with Innovation
Involves and works effectively with staff in the planning process.	Inconsistently	Consistently	Consistently with Innovation
Is able to implement plans effectively once a course of action is decided upon.	Inconsistently	Consistently	Consistently with Innovation
Demonstrates effective time management. Achieves timely and accurate results.	Inconsistently	Consistently	Consistently with Innovation

Anticipates and deals with problems before they become crises.	Inconsistently	Consistently	Consistently with Innovation
Follows up to ensure that the problem has been solved and evaluates the result to see if the approach followed is the most effective way to achieve the desired outcome.	Inconsistently	Consistently	Consistently with Innovation
Rating Scale	NS: Needs Strengthening	ME: Meets Expectations	EE: Exceeds Expectations
Overall Rating:			
Comments for this Performance Category:			
Category 3: Professional Qualities and Competencies			
Is aware of developments and changes in the profession	Inconsistently	Consistently	Consistently with Innovation
Recognizes and adjusts to internal and external political realities. Willingly adapts to changes in workplace, community and the broader environment.	Inconsistently	Consistently	Consistently with Innovation
Is conversant with applicable legislation (e.g. Public Libraries Act, municipal bylaws affecting libraries, health and safety guidelines).	Inconsistently	Consistently	Consistently with Innovation
Maintains a network of internal and external associations including professional affiliations.	Inconsistently	Consistently	Consistently with Innovation
Is aware of budget constraints and is able to provide and interpret the library's financial data in an accurate and timely way.	Inconsistently	Consistently	Consistently with Innovation

Demonstrates a commitment to continuous learning in areas relevant to the performance of the GPL CEO/Chief Librarian's duties.	Inconsistently	Consistently	Consistently with Innovation
Sets personal professional goals.	Inconsistently	Consistently	Consistently with Innovation
Rating Scale	NS: Needs Strengthening	ME: Meets Expectations	EE: Exceeds Expectations

Overall Rating:

Comments for this Performance Category:

Category 4: Management of Human Resources

Selects staff wisely.	Inconsistently	Consistently	Consistently with Innovation
Manages staff in accordance with relevant legislation.	Inconsistently	Consistently	Consistently with Innovation
Directs staff toward attainment of operational objectives.	Inconsistently	Consistently	Consistently with Innovation
Is able to achieve positive results based on the skills and knowledge of staff.	Inconsistently	Consistently	Consistently with Innovation
Delegates tasks appropriately within the limits of the skills and knowledge of staff.	Inconsistently	Consistently	Consistently with Innovation
Ensures that staff development is available for and undertaken by staff. Is involved in evaluating the effectiveness of the programs undertaken.	Inconsistently	Consistently	Consistently with Innovation

Conducts regular performance evaluations of staff and provides them with clear and constructive feedback relating to their performance.	Inconsistently	Consistently	Consistently with Innovation
Encourages a climate of innovation leading to the implementation of productive and informed change for the betterment of library operations.	Inconsistently	Consistently	Consistently with Innovation
Acts as a role model for staff.	Inconsistently	Consistently	Consistently with Innovation
Promotes teamwork.	Inconsistently	Consistently	Consistently with Innovation
Rating Scale	NS: Needs Strengthening	ME: Meets Expectations	EE: Exceeds Expectations
Overall Rating:			
Comments for this Performance Category:			
Category 5: Interpersonal relations and communications. Consider the criteria below in regard to CEO/Chief Librarian's relationship with the GPL Board, staff and external agencies.			
Consistently communicates with all parties using appropriate communication techniques.	Inconsistently	Consistently	Consistently with Innovation
Consistently communicates rationale for decisions with those involved/affected.	Inconsistently	Consistently	Consistently with Innovation
Demonstrates flexibility when consensus is not readily attainable.	Inconsistently	Consistently	Consistently with Innovation

Is able to effectively resolve conflict.	Inconsistently	Consistently	Consistently with Innovation
Is sensitive and receptive to the feelings and ideas of others.	Inconsistently	Consistently	Consistently with Innovation
Gives due credit to others for their contributions and performance.	Inconsistently	Consistently	Consistently with Innovation
Maintains effective two-way communications both within and outside the library.	Inconsistently	Consistently	Consistently with Innovation
Maintains professional liaison with provincial and national library groups.	Inconsistently	Consistently	Consistently with Innovation
Establishes a friendly and respectful relationship with GPL patrons.	Inconsistently	Consistently	Consistently with Innovation
Develops and uses various methods for assessing community needs to better serve existing patrons and consistently reaches out to current non-users.	Inconsistently	Consistently	Consistently with Innovation
Works effectively with various community agencies in co-operative program planning.	Inconsistently	Consistently	Consistently with Innovation
Rating Scale	NS: Needs Strengthening	ME: Meets Expectations	EE: Exceeds Expectations

Overall Rating:

Comments for this Performance Category:

Category 6: GPL Board Relations

Prepares the agendas for and attends all GPL Board meetings.	Inconsistently	Consistently	Consistently with Innovation
Informs and advises the GPL Board on all issues of substance requiring their attention.	Inconsistently	Consistently	Consistently with Innovation
Recommends policies, goals, objectives and plans to the GPL Board.	Inconsistently	Consistently	Consistently with Innovation
Facilitates the effective functioning of the GPL Board and its committees by providing reports and advice in a complete and timely manner.	Inconsistently	Consistently	Consistently with Innovation
Maintains effective lines of communication with GPL Board members and keeps them informed of library affairs.	Inconsistently	Consistently	Consistently with Innovation
Prepares and keeps records of the business and financial documents of the GPL Board.	Inconsistently	Consistently	Consistently with Innovation
Handles GPL Board correspondence.	Inconsistently	Consistently	Consistently with Innovation
Implements and administers library policies.	Inconsistently	Consistently	Consistently with Innovation
Promotes the GPL within the community.	Inconsistently	Consistently	Consistently with Innovation
Promotes partnerships with community organizations.	Inconsistently	Consistently	Consistently with Innovation

Rating Scale	NS: Needs Strengthening	ME: Meets Expectations	EE: Exceeds Expectations
<p>Overall Rating:</p> <p>Comments for this Performance Category:</p> <p>Summary Comments:</p>			