



**Performance Evaluation Form**  
**For all Library Faculty**

**Review Period:**

From \_\_\_\_\_ To \_\_\_\_\_

**Type of Appraisal:**     *Annual*     *Probationary (midpoint)*     *Probationary (final)*     *Special*

**Personal Information**

**Employee Name:**

\_\_\_\_\_  
*Should be employee's legal name as it appears on the employee's official record*

**T Number:**

\_\_\_\_\_

**Position Title:**

\_\_\_\_\_

**Department:**

\_\_\_\_\_

**Evaluator's Name:**

\_\_\_\_\_

**Purpose of Formal Performance Evaluation Form**

Providing faculty with feedback and direction is essential to fulfilling Tennessee State University's mission as well as guiding employees in their growth and development and engaging them in the success of the university.

The *Formal Performance Evaluation Form* functions as an instrument for supervisors to record and share information with faculty and/or summarize the communications that have been had over the evaluation period. **Supervisors must complete and discuss this form with their employees and remit it to Human Resources** for inclusion in the official personnel file on an annual basis. Human Resources usually publishes a deadline for submission in the University Communications.

This section addresses general performance requirement for librarians, regardless of their service areas.

**Section 1 – General Performance Standards for Public Library Faculty**

This section should address the librarian's competences

Job Performance/Librarianship		Results
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
1	Is punctual and maintains good attendance	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
2	Promotes teamwork and maintaining cooperative relations with others. Participates in collaborative activities with colleagues.	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
3	Has ability to a)guide library users in learning to utilize library facilities, services, and resources <b>OR</b> b)ability to select and organize library resources	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
4	Demonstrates the ability to accept other duties as needed or assigned, e.g. Committee Chairs, Special Projects	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
5	Fulfills Library Liaison responsibilities, e.g. orders books for the assigned subject areas, creates Research Guides, and makes contact the department's library representative.	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory

Professional Development		Results
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
1	Participates in professional Development activities(library workshops, meetings, seminars, conferences, etc.,) and university/community service	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
2	Participates in scholarly presentations and/or publishing of ideas related of academic librarianship at professional meetings, seminars, workshops, etc.	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
3	Participates in collaborative activities by working together with other colleagues in professional growth and development efforts.	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
4	Demonstrates the ability to accept other duties as needed or assigned, e.g. Committee Chairs, Special Projects	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
5	Supports university goals and objectives by participating in activities such as Founder's Day, committees, convocation, graduation, performances and lectures, etc.,	
		<input type="checkbox"/> Superior <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory

Leadership		Results	
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
1	Analyzes situations, solves problem, seeks creative alternatives, and achieves results.		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
2	Prioritizes work assignments effectively.		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
3	Promotes teamwork.		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
4	Takes Initiative.		
		<input type="checkbox"/>	Superior
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Meets Expectations
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory

Total Score for Section One \_\_\_\_\_ Divided by 14 \_\_\_\_\_

Assigned Area: Circulation Librarian	
1. Demonstrates a high level of proficiency and knowledge about all aspects of the library automated system related to Circulation-Reserve functions	Superior
	Exceeds Expectations
	Meets Expectations
	Needs Improvement
2. Actively participates in the daily routine at the desk to accomplish efficient and accurate charging and discharging of all types of materials	Unsatisfactory
	Superior
	Exceeds Expectations
	Meets Expectations
3. Monitors work of subordinates to make sure that Circulation duties are performed efficiently	Needs Improvement
	Unsatisfactory
	Superior
	Exceeds Expectations
4. Trains and/or supervises library and student assistants in circulation procedures	Meets Expectations
	Needs Improvement
	Unsatisfactory
	Superior
5. Manages stack maintenance and demonstrates leadership with inventory processes	Exceeds Expectations
	Meets Expectations
	Needs Improvement
	Unsatisfactory
6. Pro-actively assists library patrons with locating resources or provides referrals	Superior
	Exceeds Expectations
	Meets Expectations
	Needs Improvement
7. Implements library policies and procedures in regards to cell phone usage, prohibition of food and beverages, as well as disruptive noise	Unsatisfactory
	Superior
	Exceeds Expectations
	Meets Expectations

Total Score \_\_\_\_\_ Divided by 7 \_\_\_\_\_

Assigned Area: Reference Librarian (AWC)/Digital Reference Librarian (Main)		
1. Assists library users with locating information by selecting the appropriate resources	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
2. Participates in collection development for assigned liaison areas and the reference collection	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
3. Creates thorough and effective Research Guides, which are kept up-to-date	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
4. Collaborates with instructors to present relevant course related information literacy with enthusiasm and engagement. Pre and Post Test show effective delivery (or <i>Has positive responses on information literacy surveys from classes</i> )	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
5. Completed projects in a timely manner	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
6. Successfully manages embedded librarian responsibilities	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
7. Collects and maintains statistics	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory

Total Score \_\_\_\_\_ Divided by 7 \_\_\_\_\_

Assigned Area: Interlibrary Loan Librarian		
1. Demonstrates superior knowledge of OCLC, Ariel, ILLIAD, and other ILL software systems	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
2. Effectively communicates ILL policies and procedures to faculty and students, both verbally and in print	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
3. Works collaboratively with the Circulation Department to ensure prompt processing of patron requests	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
4. Supervises verification of all interlibrary loan requests and processes them promptly; Evaluates and monitors requests for collection development purposes	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
5. Works with faculty and students to promptly and correctly process ILL requests; updates; Requests in the system in the system on a daily basis.	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
6. Stays up-to-date with over dues and payments	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
7. Compiles data; produces, monthly, and annual statistics	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory

Total Score \_\_\_\_\_

Divided by 7 \_\_\_\_\_

<b>Assigned Area: Government Documents Librarian</b>		
1. Serves as effective liaison between the library and the Federal Depository Program	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
2. Ensures that documents collection is used to the fullest extent and gives specialized instruction and reference service for the collection; provides expert assistance in locating documents.	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
3. Acquires government documents for the library through the depository selection process; removes superseded editions and weeds as necessary	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
4. Collaborates with cataloging department to ensure documents are properly classified	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Superior
5. Prepares and disseminates policies and procedures governing the documents collection; is in compliance with all federal depository guidelines	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
6. Updates and maintains government documents website and research guides	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
7. Compile data; produces monthly and annual statistics	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations

Total Score \_\_\_\_\_

Divided by 7 \_\_\_\_\_

Assigned Area: Serials Librarian		
1. Manages standing orders and print periodicals	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
2. Processes claims and bindery in a timely manner	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
3. Produces up-to-date print outs of periodical holdings print and microform at least once each semester	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
4. Manages procedures and troubleshoots problems with Milser/Sierra check-in records	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Superior
5. Maintains EBSCO periodicals accounts, including budgeting, additions, and deletions	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
6. Updates, edits, and links online as well as print and periodical data	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Exceeds Expectations
7. Supervises stack maintenance for bound and loose periodicals	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
<input type="checkbox"/>	Unsatisfactory	

Total Score \_\_\_\_\_

Divided by 7 \_\_\_\_\_

<b>Assigned Area: Cataloger</b>		
<b>1.</b> Effectively performs copy cataloging and maintains efficient production of processed materials; Is adept with cataloging resources in various formats	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
<b>2.</b> Organizes work, is task oriented and demonstrates problem solving skills	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
<b>3.</b> Keeps abreast of current and emerging cataloging best practices and issues	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
<b>4.</b> Is knowledgeable about AACR2, MARC 21 and other cataloging standards and procedures	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
<b>5.</b> Participates in authority control and corrects errors found in the online catalog	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
<b>6.</b> Works cooperatively with other staff to ensure that patrons have user friendly access resources in the online catalog	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
<b>7.</b> Participates in re-cataloging and re-classification project and withdrawal process	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory

Total Score \_\_\_\_\_ Divided by 7 \_\_\_\_\_

<b>Assigned Area: Electronic Resources Librarian</b>	
1. Manages Procurement, licensing, and agreements pertaining to e-resources; Maintains accurate financial spreadsheets and records for database expenditures and other assigned accounts	Superior
	Exceeds Expectations
	Meets Expectations
	Needs Improvement
2. Troubleshoots and maintains accessibility to e-resources; keeps current with static URLs and platform changes	Superior
	Exceeds Expectations
	Meets Expectations
	Needs Improvement
3. Produces up-to-date excel file on periodical holdings in print and microform holdings at least once a semester	Superior
	Exceeds Expectations
	Meets Expectations
	Needs Improvement
4. Manages online periodical holdings in Publication Finder and other full text databases as assigned.	Superior
	Exceeds Expectations
	Meets Expectations
	Needs Improvement
5. Manages procedures and troubleshoots problems with Milser/Sierra check-in records	Superior
	Exceeds Expectations
	Meets Expectations
	Needs Improvement
6. Manages budget for e-resources and works effectively with Procurement and Finance/Accounting Offices	Superior
	Exceeds Expectations
	Meets Expectations
	Needs Improvement
7. Supervises stack maintenance of bound and loose periodicals	Superior
	Exceeds Expectations
	Meets Expectations
	Needs Improvement
	Unsatisfactory

Total Score \_\_\_\_\_

Divided by 7 \_\_\_\_\_

General Performance Standards for Collection Management Librarians		
1. Communicates clear goals and objectives, sets priorities and demonstrates leadership; Communicates effectively in both verbal and print	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
2. Works cooperatively with departmental colleagues to ensure efficient processing of library resources; maintains quality control of data and resources processed	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
3. Has the ability to work independently and/or with a team.	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
4. Maintains good work habits, e.g. finishes projects in a timely manner	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Superior
5. Has demonstrated the ability to implement new technologies and adapt to changes in workflow	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Unsatisfactory
6. Collects data and provide accurate statistics and/or financial spreadsheets	<input type="checkbox"/>	Superior
	<input type="checkbox"/>	Exceeds Expectations
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Needs Improvement
7. Has initiative; contributes ideas for workflow improvement	<input type="checkbox"/>	Unsatisfactory
	<input type="checkbox"/>	Needs Improvement
	<input type="checkbox"/>	Meets Expectations
	<input type="checkbox"/>	Exceeds Expectations

Total Score \_\_\_\_\_ Divided by 7 \_\_\_\_\_

General Performance Standards for Public Service Librarians		
1. Is approachable and promptly acknowledges patrons; is courteous, patient and non-judgmental; collaborates with colleagues to resolve patron's questions		Superior
		Exceeds Expectations
		Meets Expectations
		Needs Improvement
2. Acts as a responsible team member, e.g. reports for desk duty promptly; notifies appropriate librarian of change in schedule		Unsatisfactory
		Superior
		Exceeds Expectations
		Meets Expectations
3. Implements library policies regarding checking out reference materials, noise restrictions, cell phone use and prohibition of food and beverages		Needs Improvement
		Unsatisfactory
		Superior
		Exceeds Expectations
4. Maintains good work habits, e.g. finishes projects in a timely manner		Meets Expectations
		Needs Improvement
		Unsatisfactory
		Superior
5. Is proficient with using the online catalog, discovery layer (EDS) and periodicals A-Z to help patrons the research		Exceeds Expectations
		Meets Expectations
		Needs Improvement
		Unsatisfactory
6. Supervises student assistants and makes sure they are engaged in productive work while on duty		Superior
		Exceeds Expectations
		Meets Expectations
		Needs Improvement
7. Keeps abreast of database functionality and coverage; stays informed about new and emerging technologies and resources.		Unsatisfactory
		Superior
		Exceeds Expectations
		Meets Expectations

Total Score \_\_\_\_\_ Divided by 7 \_\_\_\_\_

**Section 4 – Achievements and Areas for Improvement/Growth**

In the space below, employees and supervisors can provide feedback on ratings above, acknowledge significant strengths and achievements seen during the review period, note plans for further development of those strengths and/or document plans to improve any behaviors identified as “Does Not Meet Expectations (Development needed).

***Achievements: Briefly describe the employee’s most significant strengths and accomplishments during this review period:***

***Areas for Improvement/Growth: Indicate areas in which an employee should expand competencies and/or address professional shortcomings. Additionally, provide a brief description of a development plan to support achievement (supervisor’s role, resources, etc.):***

**Section 5 – Goals and Objectives for Next Review Period**

This section should list those goals and objectives developed jointly by the employee and supervisor at the end of this review period to be achieved during the next review period. These goals and objectives should have FOCUS (i.e. be feasible, observable, communicated, unambiguous and suitable).

<b>Goals and Objectives for the Next Review Period</b>	
1.	
2.	
3.	
4.	
5.	

**Section 6 – Professional Development Plan**

Identify any experience or learning opportunities that will support the employee’s professional development and high-level performance. Include training, competency development and other efforts. These should be suggestions for things that might be beneficial but not things that the employee will be required to complete. Be as specific as possible. For instance, if available, list course titles/dates, position titles for cross-training efforts or committees to consider.

For example:

- Take a credit or non-credit course (list course and provider if possible)
- Attend a seminar in the community (list title and location if possible)
- Use research to develop process improvements (specify sources and methods)
- Attend meetings to become more familiar with community partners (specify dates, times, etc.)
- Cross train with others to gain increased knowledge in technical areas within the unit (specify persons/positions and knowledge to be obtained)

***Please enter any detailed professional development plan information here:***

**Section 7 – Final Comments and Signatures**

**Supervisor: *Please enter any summative and/or final comments here:***

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Supervisor Signature

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Date

**Employee: Please enter any summative and/or final comments here:**

I understand that my signature only acknowledges discussion and receipt of this appraisal and does not necessarily imply my agreement.

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Employee Signature

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Date

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Second Level Signature

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Date