

State of Iowa Individual Performance Plan and Evaluation – Part 3 – Achievements, Strengths, and Overall Rating

Supervisor's Comments:	Employee's Comments:
<p>Achievements and Strengths:</p>	<p>My noteworthy achievements:</p> <ul style="list-style-type: none"> • <i>Provided leadership necessary to bring about our continued receipt of grants such as DCAT, ARPA, the Williamson Fund, etc.</i> • <i>Local involvement: Museum partnerships, Chamber events, Kiwanis, etc.</i> • <i>Managed continued facilities upgrades</i> <ul style="list-style-type: none"> • <i>Chair of Emmet County Community Foundation</i> • <i>Continued oversight of increasing maintenance issues</i> • <i>Managed continual changes to our service model while working with staff to offer innovative approaches to programming and daily tasks.</i>
<p>Additional comments:</p>	<p>Additional comments:</p> <p><i>This past year has perhaps been the most challenging in terms of always having extra work to complete in addition to our normal routines. With this being an accreditation renewal year, having more grant opportunities come up than usual, helping staff through the many details of the constant changes we've faced, and having some major facilities needs come up, there has never been a slow moment. I've appreciated the support of the board through every stage of this year, and feel positive about what is to come.</i></p>
<p>Development Plans:</p>	<p>Support I need to improve my performance:</p> <p><i>Please let me know if you have goals for the library you would like me to focus on this next year. The main thing I need from you, as a board, is your advocacy. Any time people see board members at our programs, spreading the word about what we offer, or informing the community about the value of the library, you are offering the best support you can give.</i></p>
<p>Exceeds Expectations:</p> <p>Meets Expectations:</p> <p>Does Not Meet Expectations:</p>	<p>The employee consistently performs well beyond expectations (strategies/goals, action steps, performance criteria, and timetables) and does outstanding work.</p> <p>Performance consistently fulfills the job requirements and expectations (strategies/goals, action steps, performance criteria, and timetables). The employee is doing the job expected for employees in this classification.</p> <p>Performance does not consistently meet expectations (strategies/goals, action steps, performance criteria, and timetables).</p>
<p>Overall Rating: <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet Expectations</p> <p>I have received a copy of this performance evaluation and it has been discussed with me. I understand that my signature does not necessarily indicate agreement.</p> <p>Employee Signature: _____ Date: _____</p> <p>Supervisor Signature: _____ Date: _____</p>	