

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

Supervisor's Comments:	Employee's Comments:
<p><b>Achievements and Strengths:</b></p>	<p><b>My noteworthy achievements:</b></p> <ul style="list-style-type: none"> <li>• <i>Provided leadership necessary to bring about our continued receipt of grants such as the Williamson Fund, etc.</i></li> <li>• <i>Local involvement: Emmet County Community Foundation, Museum partnerships, Chamber events, Kiwanis, etc.</i></li> </ul> <ul style="list-style-type: none"> <li>• <i>Managed continual facilities upgrades and repairs.</i></li> <li>• <i>Continued to manage all work associated with the Friends organization, including publications, membership drive, events, fundraisers, and now the renovation of the community room.</i></li> </ul>
<p><b>Additional comments:</b></p>	<p><b>Additional comments:</b></p> <p><i>This past year has brought continued adjustments to our procedures and offerings due to Covid, making it more challenging to find ways to offer outstanding programming. The increased demands have continued as our renovation project has ramped up, the HVAC replacement has required attention, and other issues such as the ISP change, facilities repairs, and an increasing amount of my time has been needed for managing projects and contractor relationships. I've appreciated the support of the board throughout all of this.</i></p>
<p><b>Development Plans:</b></p>	<p><b>Support I need to improve my performance:</b></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><b>Overall Rating:</b>   <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>	