- 1. Director of Libraries or Professional Librarian completes the Self-Assessment and sends to their Immediate Supervisor by February 21st.
- 2. Immediate Supervisor reviews Self-Assessment, completes Performance Appraisal, and returns to the Director of Libraries or Professional Librarian by February 28th.
- 3. Director of Librarians or Professional Librarian reviews the Performance Appraisal, adds any final comments, and returns it to their Immediate Supervisor by March 1st.
- 4. Face-to-face meeting to discuss the results of the Self-Assessment/Performance Appraisal by March 15th.
- 5. If in agreement with results both the Director of Libraries or Professional Librarian sign the Self-Assessment/Performance Appraisal and send it to the Office of Human Recourses to be places in personnel file by March 15th.
- 6. Immediate Supervisor closes the Self-Assessment/Performance Appraisal online only after the above steps have been completed by March 15th.

Rating scale:

Needs improvement

Below Expectations

Meets Expectations

Exceeds Expectations

Consistently Exceeds Expectations

(Space for feedback after each question.)

Job Knowledge