



FFPLTC  
CEO PERFORMANCE EVALUATION

This form is intended to guide the Library Board and Library CEO in discussing the nature of the CEO's job, agree upon goals for the coming review period, and to evaluate the CEO's job performance during the past review period. The final evaluation and the CEO's comments (optional) will become part of the CEO's employment record. The annual performance evaluation is one component of performance management, which includes ongoing feedback, coaching and development.

**CEO Name:**

**Review Type:**

Annual Review

Probationary Review

**Name of Library Board Chair:**

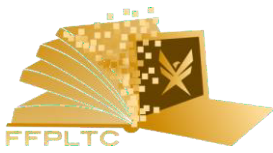
**Date of Evaluation:**

**SECTION I:**

**PERFORMANCE LEVELS AND FACTORS:** Considering the expectations for the position based on the job description and using the following performance levels, use the appropriate rating that most closely describes the CEO's performance of job responsibilities for each performance factor. A comment section after each section is provided for comments about applicable accomplishments, achievements of goals and development concerns/needs. The inclusion of specific examples and observations is required. If a factor does not apply, please enter N/A in the appropriate space. If a factor was not observed, please enter "Not Observed".

**PERFORMANCE RATINGS DESCRIPTIONS**

|            |                              |                                                      |          |
|------------|------------------------------|------------------------------------------------------|----------|
| <b>E</b>   | <b>EXCELLENT</b>             | Significantly and consistently exceeded the standard | 5 Points |
| <b>V</b>   | <b>VERY GOOD</b>             | Exceeded the standard                                | 4 Points |
| <b>S</b>   | <b>SATISFACTORY</b>          | Met the standard                                     | 3 Points |
| <b>ID</b>  | <b>IMPROVEMENT DESIRED</b>   | Did not meet the standard                            | 2 Points |
| <b>IE</b>  | <b>IMPROVEMENT ESSENTIAL</b> | Significantly below the standard                     | 1 point  |
| <b>N/A</b> | <b>NOT APPLICABLE</b>        | Component not included in everyday duties            | N/A      |



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**#1. ORGANIZATIONAL DEVELOPMENT**

Criteria to consider:

1. Oversees the daily operations of the Library.
2. Ensures efficient organizational structure and operations.
3. Organizes and delegates work effectively.
4. Demonstrates a detailed understanding of the Library's finances.
5. Ensures library operations comply with legal requirements.
6. Is conversant with applicable legislation (e.g. Public Libraries Act, municipal bylaws affecting libraries, etc.)
7. Establishes and maintains effective working relationships with Town of Fort Frances staff.

OVERALL RATING:

COMMENTS:

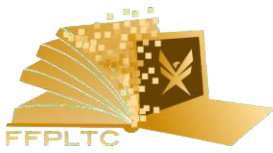
**#2. STRATEGIC VISION AND PLANNING:**

Criteria to consider:

1. Explores future possibilities for the Library.
2. Works closely with the Board to develop strategic goals for the Library.
3. Executes strategic priorities and achieves goals established by the Board.
4. Ensures that Board decisions and policies are communicated to staff along with benchmarks for implementation.
5. Involves and works effectively with staff in the planning process.
6. Seeks grants and donations to help fund goals and growth.
7. Keeps current regarding developments in information technology especially as they impact public library operations.
8. Monitors condition of physical building. Initiates actions required to ensure building and grounds remain in good condition.
9. Anticipates and deals with problems before they crises. Responds creatively to unexpected problems.
10. Works with various community agencies in co-operative program planning.

OVERALL RATING:

COMMENTS:



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**#3. HUMAN RESOURCES MANAGEMENT:**

Criteria to consider:

1. Embraces and supports a safe work environment.
2. Supports cooperative and productive work relations and an environment of trust and respect.
3. Supports the development of staff through ongoing training opportunities.
4. Sets clear expectations regarding standards of ethical and professional responsibility and teamwork.
5. Ensures a consistently high level of quality in staff work, operational procedures and service delivery.
6. Manages library staff in accordance with the expectations of the Human Rights Code and relevant legislation (e.g. Employment Standards Act).

OVERALL RATING:

COMMENTS:

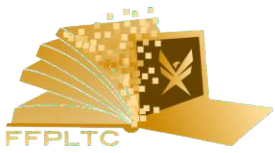
**#4. INTERPERSONAL SKILLS AND LEADERSHIP:**

Criteria to consider:

1. Maintains a professional image that reflects positively on the Library and encourages trust from the public.
2. Demonstrates empathy regarding others and exhibits concern for everyone as individuals.
3. Exercises good judgment in dealing with sensitive issues between individuals and between groups in the community.
4. Models an environment of respect and valuing of all employees and patrons.
5. Pursues professional development opportunities.
6. Maintains professional liaison with provincial and national library groups.
7. Maintains effective two-way communication channels within and outside of the library system.

OVERALL RATING:

COMMENTS:



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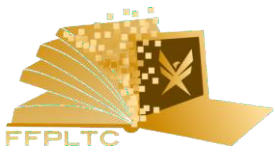
**#5. LIBRARY BOARD RELATIONS**

Criteria to consider:

1. Has established a strong working relationship with the Board.
2. Demonstrates respectful understanding of the Board's governance role and supports the Board in its oversight of the Library.
3. Presents information and recommendations to the Board in a professional, thorough manner.
4. Communicates ongoing progress with the Board, as well as any updates that may be required between meetings.
5. Supports and contributes to Board training and development on their governance roles.

OVERALL RATING:

COMMENTS:



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**SECTION II:**

GOALS (Completed by CEO and comments added by the Library Board as required): Summarize the status of goals established during the last review period and describe the performance goals established for coming review period.

Goals from the Previous Review Period

**Goal #1:** (Title and Description of Goal):

Measurement of Success:

Interim Success Target:

Current Status:

Review Comments/ Observations:

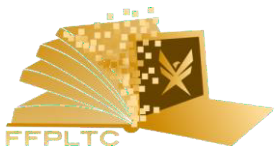
**Goal #2:** (Title and Description of Goal):

Measurement of Success:

Interim Success Target:

Current Status:

Review Comments/ Observations:



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**Goal #3:** (Title and Description of Goal):

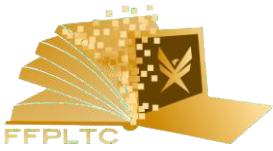
Measurement of Success:

Interim Success Target:

Current Status:

Review Comments/ Observations:

**Other Activities Not Identified in the Goals:**



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**Goals for the Upcoming Review Period**

Goal 1:

Measurement of Success:

Goal 2:

Measurement of Success:

Goal 3:

Measurement of Success:

Board Chair's Signature

CEO's Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**SECTION III:**

**LEARNING DEVELOPMENT PLAN**

| Development & Learning Initiatives | Target Objectives & Timeframes | Milestones Achieved |
|------------------------------------|--------------------------------|---------------------|
| 1.                                 |                                |                     |
| 2.                                 |                                |                     |
| 3.                                 |                                |                     |

**SECTION IV:**

**LIBRARY BOARD'S ADDITIONAL COMMENTS AND SIGNATURE** Enter additional comments about the CEO's performance and, if applicable, comments on the performance factors not included above and/or specific job responsibilities

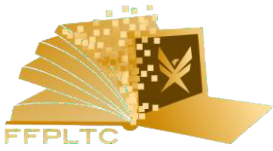
Board Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION V:**

**CEO's COMMENTS AND SIGNATURE** (To be signed by the CEO after Sections I-III are completed and the Library Board signed and dated.

CEO's Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: You are being asked to sign your evaluation to indicate you reviewed it and are aware of how the Library Board evaluated your performance. Your signature acknowledges that you have seen your evaluation and does not imply that you agree with it. If you do not agree with the evaluation, you may reply in writing, either on the reverse of this form or on additional pages. The signed evaluation and any written response become a part of your employment record



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**HUMAN RESOURCES / PAYROLL ACTION REQUIRED** To be Completed by the Library Board Chair.

Salary Step Increase?    Yes    No

Directions:

Board Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_