

**TOWN OF WAYLAND  
Library Staff Association**

Performance Evaluation Period: \_\_\_\_\_

Employee: \_\_\_\_\_

Position: \_\_\_\_\_

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**Stage 1 – Initial Conference**

The following signatures acknowledge the completion of Stage 1. Primary duties, responsibilities and/or goals have been established and are listed on the attached sheet. These primary duties, responsibilities and /or goals will serve as the basis for this evaluation. Applicable performance criteria (e.g. amount, quality, timeliness, completion of work product) have been identified.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Stage 2 – Mid-Year Conference**

The following signatures acknowledge the completion of Stage 2. Primary duties, responsibilities and/or goals have been reviewed. The employee has been notified of performance-to-date. Any deficiencies that may affect the annual review and corrective measures to improve performance have been identified. Deficiencies and improvement measures are noted on attached sheets.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Stage 3 – Annual Review Conference

The following signatures acknowledge the completion of Stage 3. The overall annual performance rating is based on the attached primary duties, responsibilities and/or goals. Any other items affecting this evaluation are noted below.

Annual Performance Rating:        \_\_\_ Satisfactory        \_\_\_ Unsatisfactory

\_\_\_ I agree    \_\_\_ I disagree    with the annual review.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Library Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRIMARY DUTIES, RESPONSIBILITIES, GOALS**

#1. Primary duties, responsibilities and/or goals with performance criteria:

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Annual Performance Rating:      \_\_\_ Satisfactory      \_\_\_ Unsatisfactory

Comments: \_\_\_\_\_

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#2. Primary duties, responsibilities and/or goals with performance criteria:

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Annual Performance Rating:      \_\_\_ Satisfactory      \_\_\_ Unsatisfactory

Comments: \_\_\_\_\_

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**PRIMARY DUTIES, RESPONSIBILITIES, GOALS**

#3. Primary duties, responsibilities and/or goals with performance criteria:

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Annual Performance Rating:      \_\_\_ Satisfactory      \_\_\_ Unsatisfactory

Comments: \_\_\_\_\_

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#4. Primary duties, responsibilities and/or goals with performance criteria:

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Annual Performance Rating:      \_\_\_ Satisfactory      \_\_\_ Unsatisfactory

Comments: \_\_\_\_\_

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