**Self Evaluation for Librarians**

For your self-evaluation, you are asked to write a report discussing your work in the library, your handling of professional responsibilities, and your professional development.

This worksheet is meant to help you reflect on your experiences. You will turn in only your report. This worksheet will not be put in your personnel file.

**Self Evaluation Worksheet:** The statements and ratings below are to be used as a checklist; they are not meant to represent all of what you do, nor are they meant to represent required duties and responsibilities – part time faculty will mark “Not Applicable” more often than full time faculty. Use this worksheet as a guideline for your self-evaluation report in which you can include additional details and reflection. Each of us is on a continuing quest to improve our practice – this is your opportunity to reflect on that quest and articulate your goals and plans for the future. After completing this worksheet, you can determine which items you want to highlight in your self-evaluation report. The worksheet may also serve as a tool for engaging in dialog with your evaluator.

**Performance of Library Duties**

|  |  |
| --- | --- |
|  | **Rating** |
| I help maintain a library environment conducive to student learning. | Select Rating... |
| I use appropriate and varied tools for evaluating and assessing student learning outcomes. | Select Rating... |
| I ask appropriate questions to clarify students’ informational needs. | Select Rating... |
| I am approachable and welcome student inquiries. | Select Rating... |
| I am considerate in my dealings with other college staff. | Select Rating... |
| I provide consultation on library and on-line resources with faculty, students, staff, managers and others requesting library services. | Select Rating... |
| I communicate ideas clearly, concisely, and effectively. | Select Rating... |
| I am sensitive to the learning styles/challenges of each student. | Select Rating... |
| I am sensitive to the needs of students with diverse backgrounds and experience. | Select Rating... |
| I adhere to the agreed-upon weekly schedule that meets contractual requirements. | Select Rating... |
| I use my time in the library efficiently. | Select Rating... |
| I maintain professional standards in completing assigned duties, including cataloging and acquisitions. | Select Rating... |
| I keep appropriate records and meet agreed-upon deadlines. | Select Rating... |
| I use antiracist practices (by seeking to acknowledge my own bias and privilege, by amplifying minoritized voices, by creating a community of belonging and inclusivity developing community partnerships, etc.). | Select Rating... |

**Professional Responsibilities**

|  |  |
| --- | --- |
|  | **Rating** |
| I submit required reports/documents in a timely manner. | Select Rating... |
| I respond to communication from colleagues (including faculty, classified staff and management) in a timely and professional manner. | Select Rating... |
| I attend and participate in division, department, and other required meetings. | Select Rating... |
| I participate in department committees/tasks (i.e. SLO’s;Program Review). | Select Rating... |
| I serve on college committees and/or task forces. | Select Rating... |
| I serve on peer evaluation and/or hiring committees. | Select Rating... |
| I mentor colleagues and share successful strategies. | Select Rating... |
| I provide student mentoring regarding matriculation, tutoring, or student services when appropriate. | Select Rating... |
| I make myself accessible to students and respond to students in a timely manner. | Select Rating... |
| I assist in outreach by promoting my college and by recruiting students and/or faculty and staff. | Select Rating... |

**Professional Development**

|  |  |
| --- | --- |
|  | **Rating** |
| I serve on District and/or statewide committees. | Select Rating... |
| I participate in activities designed to enhance professional performance and scholarship (i.e. research, advanced coursework, recording, publishing). | Select Rating... |
| I keep current in my field (i.e. by reading journals, attending exhibits, performances, conferences). | Select Rating... |
| I maintain professional contacts (i.e. through listservs, blogs, conferences). | Select Rating... |
| I present at conferences or professional meetings. | Select Rating... |
| I participate in community organizations. | Select Rating... |
| I seek out training in my field (i.e. by taking classes, working with a mentor). | Select Rating... |
| I am a member of a professional organization. | Select Rating... |
| I seek out training and data related to Diversity, Equity, Inclusion and Accessibility. | Select Rating... |

**Self Evaluation Report**

Using the categories and your ratings on the self-evaluation worksheet, write about your past job performance and plans for professional growth and development. Your report should have four sections:

1. Performance of Library Duties
2. Professional Responsibilities
3. Professional Development
4. Needs and Goals Possible questions to consider include:
5. Performance of Library Duties
	* What new effective practices or pedagogical approaches have you used recently?
	* How have you addressed issues of diversity, equity, inclusion, and accessibility in your work?
	* How do you plan to continue developing your practices and approaches in the future?
	* How might you be willing to share successful strategies with colleagues?
6. Professional Responsibilities
	* In what ways did you participate in campus/district/statewide/community activities? (may not be applicable for part-time and probationary faculty)
	* What are your plans for participating in campus/district/statewide/community activities in the coming semesters? (may not be applicable for part-time faculty)
7. Professional Development
	* What were your major professional challenges this semester?
	* How do you plan on addressing these challenges in the future?
	* What professional development activities do you anticipate pursuing in the near future?
8. Needs and Goals
	* What support do you need from the college/department/division in order to accomplish your goals related to teaching and methodology, professional responsibilities and/or professional development?