

Mountain Plains Library Association - Evaluation Form for Leadership Institute Coordinator

Name: _____ Evaluation period from _____ to _____

Name & board position of evaluator: _____

Part1. Job Description

The job duties of the Leadership Institute Coordinator are included on the last page of this form. [Don't know if this is still accurate]Results of evaluation will be confidential and summarized by the Immediate Past President for review by the Executive Committee and the Board of Directors prior to reappointment of the Webmaster.

Part2. Performance Areas

Please underline the category that best describes performance. Mark N/A if you have no knowledge of performance in an area. Please make comments specific.

1. Element of the job description.

N/A Unsatisfactory Marginal Acceptable Above-Average Outstanding

Comments: _____

2. Element of the job description.

N/A Unsatisfactory Marginal Acceptable Above-Average Outstanding

Comments: _____

3. Element of the job description.

N/A Unsatisfactory Marginal Acceptable Above-Average Outstanding

Comments: _____

4. Element of the job description.

N/A Unsatisfactory Marginal Acceptable Above-Average Outstanding

Comments: _____

Overall Performance:

Unsatisfactory Marginal Acceptable Above-Average Outstanding

Comments:

General Comments: