

Mountain Plain Library Association Evaluation Survey Form for Webmaster

Person being evaluated: _____

Person completing evaluation form: _____

Position of person completing form: _____

Evaluation period: from _____ to _____

Part 1. Job Description

The job duties of the Webmaster as approved by the MPLA Board are attached to this survey form. Results of the 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.

Part 2. Performance Areas

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

1. Organize and design the site

N/A Unsatifactory Marginal Acceptable Above-Average Outstanding

2. Produce a consistent visual image on the site through use of uniform fonts, formatting, icons, colors, templates and layout.

N/A Unsatifactory Marginal Acceptable Above-Average Outstanding

3. Adapt content to web format; post supplied content in a timely fashion.

N/A Unsatifactory Marginal Acceptable Above-Average Outstanding

4. Establish and maintain links to other sites and specific resources on other sites, including the American Library Association, State Library Associations in MPLA Region, and annual conference site in member states

N/A Unsatifactory Marginal Acceptable Above-Average Outstanding

5. Post new content identified or created by the Electronic Communications Committee (ECC)

N/A Unsatifactory Marginal Acceptable Above-Average Outstanding

6. Regularly add the following: UPDATED JOBLINE POSTINGS, photographs of MPLA activities, summary reports from State Representatives to the Executive Board (to be provided by the Executive Secretary after each meeting), current MPLA newsletter (to be provided by Newsletter editor), and an archive of MPLA Newsletter.

N/A Unsatisfactory Marginal Acceptable Above-Average Outstanding

7. Handle web page management including advising the Executive Board and the EEC about emerging technologies, applications and additional uses for the web site, analyzing traffic statistics and use, assessing new techniques and trends and suggesting enhancements and improvements.

N/A Unsatisfactory Marginal Acceptable Above-Average Outstanding

8. Overall Evaluation of Performance

Unsatisfactory Marginal Acceptable Above-Average Outstanding

General Comments:
