



Form 4: Performance Review: Overall Employee Performance Rating

*(based on the completion of the Performance Review: Employer (form 3)
and completed by employer)*

Employee name: _____

Position title: _____

Employer / Library name: _____

Time employed in this position: _____

Review period: _____

Performance Summary:
Overall Employee Performance Rating

- EXCEPTIONAL (4)**
- SOLID PLUS CONTRIBUTOR (3+)**
- SOLID CONTRIBUTOR (3)**
- DEVELOPING (2)**
- UNSATISFACTORY (1)**

(see following page for rating definitions)

Employee signature _____ **Date** _____

Employer signature _____ **Date** _____



Definitions of Overall Employee Performance Ratings

Exceptional (Rating at a level 4 on all areas of the *Performance Review: Employer (form 3)*)

- The employee's work, contribution and achievements are widely recognized as serving as a positive role model for others.
- Performance is seen to be excellent in all areas, and the employee consistently surpasses expectations in achieving objectives over a sustained period of time (2 years or more).
- This employee can be relied upon to deliver exceptional results to the library, while advancing the work of the organization as a whole.
- The employee's ratings are at a level 4 on all areas of the *Performance Review: Employer (form 3)*

Solid plus contributor (Averaged rating at a level 3+ on the *Performance Review: Employer (form 3)*)

- The employee's work, contribution and achievements are recognized by the organization and her/his library peers as being superior.
- Performance is seen to be consistently high in almost all areas and the employee is successful in surpassing expectations in a number of areas, while achieving expectations in all other areas.
- The employee's ratings are at a level 4 on most areas of the *Performance Review: Employer (form 3)*, while being rated a level 3 on all others.

Solid contributor (Rating is primarily at a level 3 on the *Performance Review: Employer (form 3)*)

- The employee's work, contribution and achievements are fully satisfactory, in most areas of accountability, with only rare exceptions.
- Exceptions to performance achievement are the result of completely legitimate and understandable mitigating factors.
- This employee can be relied upon to accomplish the required work, at a completely acceptable level of performance, while exhibiting behaviours and competencies that contribute positively to the achievement of the goals of the library and organization.
- The employee's ratings are at a level 3 on most areas of the *Performance Review: Employer (form 3)* with only a small number of level 2 ratings, which do not inhibit the employee from being seen as an effective member of the library.

Developing (Rating at a level 2 and 3 on the *Performance Review: Employer (form 3)*)

- The employee's performance, while acceptable in some areas, falls short in other key areas.
- This may be the result of a lack of sufficient time on the job.
- Alternatively, it may be that the employee needs more coaching in order to move the employee's performance to a level 3 or disciplinary action may need to be taken.
- No employee should have an overall performance rating of 2 or less for more than two successive review periods.
- The employee's ratings are a combination of level 3 and level 2 on the *Performance Review: Employer (form 3)*, with the level 2 ratings being seen as inhibiting the employee from making a significant contribution to the job and the work of the library.

Unsatisfactory (Rating at a level 1 on the *Performance Review: Employer (form 3)*)

- The employee's performance consistently fails to meet the requirements of the job, in spite of the employer's best efforts to coach the employee to improve performance.
- The employee should be placed on probation or removed from the job.