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

Performance Review: Overall Employee Performance Rating (form 4)
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.

*Performance Review: Overall Employee Performance Rating (form 4)*