Worksite Observations Evaluation Form: Librarian

Employee:			Evaluator:	
Semester and Year:			# of students in attendance/served:	
Observation Date:				
Scheduled Start/End Time:				
Observation Start/End Time:				

1. **Uses effective methods of teaching information competency while working with students.**

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	

   Provide Examples:

2. **Demonstrates the ability to conduct successful reference interviews.**

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	

   Provide Examples:

3. **Demonstrates knowledge of the library's resources and services, and other instructional support resources and services available to students.**

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	

   Provide Examples:

4. **Demonstrates knowledge of college's curriculum while working with students, and assists faculty in the integration of library resources into specific curricular areas.**

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	

   Provide Examples:

5. **Demonstrates best practices and effective performance in the area of responsibility, e.g., technical services, technology, reference, acquisitions, or instruction.**

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	

Provide Examples:

6. **Uses effective oral and written communication skills, including effective listening.**

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	

Provide Examples:

7. **Demonstrates sensitivity to the role of cultural factors in education and learning.**

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	

Provide Examples:

8. **Demonstrates effective organization skills through time management in working with students.**

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	

Provide Examples:

General comments for overall observation: