

Burt Public Library Employee Review

Reviewer's Name (print)	Date	Employee's Name (print)

Dependability/Attendance/Punctuality		
Unacceptable	Needs Improvement	Meets Requirements

Technology/Computers		
Unacceptable	Needs Improvement	Meets Requirements

Quality of Work		
Unacceptable	Needs Improvement	Meets Requirements

Dealing with Customers		
Unacceptable	Needs Improvement	Meets Requirements

Completing Assigned Tasks without Supervision		
Unacceptable	Needs Improvement	Meets Requirements

Prioritizing Work without Direction		
Unacceptable	Needs Improvement	Meets Requirements

Other Comments or Concerns		

Reviewer's Signature	Date	Employee's Signature