

IMPERIAL VALLEY COLLEGE
LIBRARIAN OBSERVATION FORM

Employee: _____ Semester: _____

Years of Librarian Experience at Imperial Valley College: _____

Date of Observation: _____ Evaluator: _____

- | | | | |
|---|--------------------------------|---|----------------------------|
| 5 | Excellent, Exceed Expectations | 2 | Competent |
| 4 | Very Effective | 1 | Marginal or Unsatisfactory |
| 3 | Above Average | 0 | Not Applicable |

1. Conducts reference interview and followup 0 1 2 3 4 5

Comments:

2. Knows and follows Reference Desk and Library policies 0 1 2 3 4 5

Comments:

3. Acts in a manner that encourages patrons to ask questions 0 1 2 3 4 5

Comments:

4. Exhibits knowledge of reference sources, continues to develop knowledge of collections and resources 0 1 2 3 4 5

Comments:

5. Exhibits teamwork regarding reference requests and library operations 0 1 2 3 4 5

Comments:

Overall Rating:

Add the sum of each column.

Calculate total points possible.

Divide the sum of each column by the total points possible and multiply by 100. The number is the overall evaluation score.

100-90 Exceptional, Exceeds Expectations

89-70 Very Effective

69-54 Above Average

55-40

39 or below

Competent

Marginal or Unsatisfactory

Overall Evaluation Score: _____

Summary Comments: _____

Evaluatee

Signature

Date

Evaluator

Signature

Date

Dean or Designee

Signature

Date

VP for Academic Services

Signature

Date

Date Form Completed _____