

**IMPERIAL VALLEY COLLEGE
LIBRARIAN OBSERVATION FORM**

Employee: _____ Semester: _____

Years of Librarian Experience at Imperial Valley College: _____

Date of Observation: _____ Evaluator: _____

- | | | | |
|---|------------------------------------------|---|-----------------------------------|
| 5 | <i>Exceptional, Exceeds Expectations</i> | 2 | <i>Competent</i> |
| 4 | <i>Very Effective</i> | 1 | <i>Marginal or Unsatisfactory</i> |
| 3 | <i>Above Average</i> | 0 | <i>Not Applicable</i> |

1. Conducts reference interview and follow-up 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 Ranking:

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. That 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: _____