# IMPERIAL VALLEY COLLEGE
# LIBRARIAN OBSERVATION FORM

Employee:_____Semester:_____

Years of Librarian Experience at Imperial Valley College: _____

Date of Observation:_____Evaluator: _____

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

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 | 55-40 | Competent |
| 89-70 | Very Effective | 39 or below | Marginal or Unsatisfactory |
| 69-54 | Above Average | | |

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:* _____