**San Jose∙Evergreen Community College District**

**OBSERVATION FORM FOR LIBRARY FACULTY**

**FACULTY MEMBER’S NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RATING SCALE:**

1. Distinguished 2. Proficient 3. Needs Improvement 4. Unsatisfactory 5. Not observed/Not applicable

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| Distinguished Performance – exceeds the requirements of the assignment. The evaluation shall include notations of exceptional performance. |
| Proficient Performance – meets the requirements of the assignment. The evaluation may include notations of exceptional performance. |
| Needs Improvement – does not fully meet the requirements of assignment. The evaluation shall include notations of areas to be improved. |
| Does Not Meet the Requirements of Assignment- This rating indicates that the Observer does not reasonably expect the evaluatee to improve.The evaluation shall include specific areas of unsatisfactory performance. |

**JOB PERFORMANCE:**

## Librarians

**RATING COMMENTS**

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| 1. Promotes access to and use of library. |  |  |
| 1. Communicates information clearly, concisely, and effectively. |  |  |
| 1. Assists students in locating appropriate materials. |  |  |
| 1. Demonstrates sensitivity to differing students learning styles. |  |  |
| 1. Stimulates student interest in the material presented. |  |  |
| 1. Assists in building, organizing, or maintaining library collection. |  |  |
| 1. Creates an environment responsive to the curricular and learning needs of the college. 2. Keeps current on changes in the field of library information science and technology. 3. Maintains student-faculty relationship conducive to learning. 4. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation, and disabilities. |  |  |
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TA’d 9/25/02, Rev. 2023-2024 AY