

Worksite Observations Evaluation Form: Librarian

Employee:			Evaluator:	
Semester and Year:	Fall 2019		# of students in attendance/served:	
Observation Date:				
Scheduled Start/End Time:				
Observation Start/End Time:				

1. Uses effective methods of teaching information competency while working with students.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
-----------	--	--------------	--	-------------------	--	----------------	--

Provide Examples:

2. Demonstrates the ability to conduct successful reference interviews.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
-----------	--	--------------	--	-------------------	--	----------------	--

Provide Examples:

3. Demonstrates knowledge of the library's resources and services, and other instructional support resources and services available to students.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
-----------	--	--------------	--	-------------------	--	----------------	--

Provide Examples:

4. Demonstrates knowledge of college's curriculum while working with students, and assists faculty in the integration of library resources into specific curricular areas.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
-----------	--	--------------	--	-------------------	--	----------------	--

Provide Examples:



HARTNELL COLLEGE

5. Demonstrates best practices and effective performance in the area of responsibility, e.g., technical services, technology, reference, acquisitions, or instruction.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
-----------	--	--------------	--	-------------------	--	----------------	--

Provide Examples:

6. Uses effective oral and written communication skills, including effective listening.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
-----------	--	--------------	--	-------------------	--	----------------	--

Provide Examples:

7. Demonstrates sensitivity to the role of cultural factors in education and learning.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
-----------	--	--------------	--	-------------------	--	----------------	--

Provide Examples:

8. Demonstrates effective organization skills through time management in working with students.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
-----------	--	--------------	--	-------------------	--	----------------	--

Provide Examples:



HARTNELL COLLEGE

General comments for overall observation: