



# Librarian's Peer Review of Department-Assigned Tasks

Librarian: \_\_\_\_\_ Date: \_\_\_\_\_

Peer: \_\_\_\_\_

### Peer's Relationship to Librarian:

Library Peer

External Colleague

Position \_\_\_\_\_

### Department-Assigned Tasks (to be completed by the librarian):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Directions:

Thank you for agreeing to carry out this peer review of department-assigned tasks. The results will form part of an overall review and will be used to identify any areas where the librarian may further develop skills and expertise.

The focus of these items is on the performance of departmental duties other than the librarian's professional duties. Each of the following items is to be assessed according to the following scale:

S	SR	U	
Satisfactory	Satisfactory with Reservations	Unsatisfactory	No Opinion

**No Opinion** is the appropriate response where you have insufficient data or you are otherwise unable to assess the item. Items indicated by an asterisk are to be left blank if you are not qualified to make an assessment. Please note that reviewer comments are welcome when particularly effective or otherwise noteworthy performance is observed.

**Satisfactory with Reservations** or **Unsatisfactory** are appropriate responses where you cannot rate the librarian as **Satisfactory** on the item. When choosing either of these options, you must clearly explain why a rating of **Satisfactory** could not be given. If no explanation is provided the response will be scored as **No Opinion**.

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1. The librarian carries out department-assigned duties in a timely manner. S SR U No Opinion
  
2. The librarian carries out department-assigned duties in an effective manner. S SR U No Opinion
  
3. The librarian communicates effectively with departmental colleagues. S SR U No Opinion
  
4. The librarian works constructively in collaboration with others. S SR U No Opinion
  
5. The librarian is effective when working independently. S SR U No Opinion
  
6. The librarian regularly participates in departmental meetings. S SR U No Opinion

7. The librarian makes positive contributions to departmental decision-making. S SR U No Opinion

8. The librarian demonstrates respect for individuals. S SR U No Opinion

9. The librarian takes opportunities to improve departmental services. S SR U No Opinion

10. The librarian is timely in responding to voice or e-mail requests. S SR U No Opinion

11. The librarian effectively responds to new situations. S SR U No Opinion

12. The librarian arrives on-time for meetings and appointments. S SR U No Opinion