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| **DOR#** | **DAILY OBSERVATION REPORT: Librarian** |
| DATE: | DAY:S M T W Th F S | SHIFT:9-1 1-5 5-9 |
| TRAINEE: | TRAINER: |  |
|  |
|  | RATING SCALE | **N/A** = Not Applicable**NAR** = Narrative, pg2**NRT** = Not Responding to Training |
|  | Below Minimum Acceptable Standards | Acceptable | Exceeds Minimum Acceptable Standards |
| **TIME** |  | 1 2 3 | 4 |  5 6 7 |  N/A | NAR | NRT |
| **INTERPERSONAL SKILLS** |
|  | 1 | Attitude towards librarianship/service work |  |  |  |  |  |  |  |  |  |  |
|  | 2 | Acceptance of instruction/constructive criticism |  |  |  |  |  |  |  |  |  |  |
|  | 3 | Relationships: patrons |  |  |  |  |  |  |  |  |  |  |
|  | 4 | Relationships: supervisors and co-workers |  |  |  |  |  |  |  |  |  |  |
|  | 5 | Communicates effectively with others |  |  |  |  |  |  |  |  |  |  |
|  | 6 | Demonstrates Core Beliefs (T/P/R/P) |  |  |  |  |  |  |  |  |  |  |
| **JOB KNOWLEDGE** |
|  | *Library Policy* |
|  | 7 | Circulation Policy |  |  |  |  |  |  |  |  |  |  |
|  | 8 | Collection Development Policy |  |  |  |  |  |  |  |  |  |  |
|  | 9 | Computer Use Policy |  |  |  |  |  |  |  |  |  |  |
|  | 10 | Confidentiality Policy |  |  |  |  |  |  |  |  |  |  |
|  | 11 | Exam Proctoring Policy |  |  |  |  |  |  |  |  |  |  |
|  | 12 | Program Development Policy |  |  |  |  |  |  |  |  |  |  |
|  | 13 | Reference and Information Services Policy |  |  |  |  |  |  |  |  |  |  |
|  | 14 | Rules of Conduct |  |  |  |  |  |  |  |  |  |  |
|  | 15 | Policies—Other  |  |  |  |  |  |  |  |  |  |  |
|  | *Library Procedure* |
|  | 16 | Information Desk Manual |  |  |  |  |  |  |  |  |  |  |
|  | 17 | When-to-Work and Leave Absence Reporting |  |  |  |  |  |  |  |  |  |  |
|  | 18 | Patron Registration Procedures |  |  |  |  |  |  |  |  |  |  |
|  | 19 | Holding titles for patrons |  |  |  |  |  |  |  |  |  |  |
|  | 20 | Opening/Closing Procedures |  |  |  |  |  |  |  |  |  |  |
|  | 21 | Procedures—Other  |  |  |  |  |  |  |  |  |  |  |
| **TECHNOLOGY** |
|  | 22 | Computing Basics (Windows, email, etc.) |  |  |  |  |  |  |  |  |  |  |
|  | 23 | Polaris: Staff Client |  |  |  |  |  |  |  |  |  |  |
|  | 24 | Polaris: Leap |  |  |  |  |  |  |  |  |  |  |
|  | 25 | Polaris: PAC |  |  |  |  |  |  |  |  |  |  |
|  | 26 | Printing  |  |  |  |  |  |  |  |  |  |  |
|  | 27 | Scanner |  |  |  |  |  |  |  |  |  |  |
|  | 28 | OneStops |  |  |  |  |  |  |  |  |  |  |
|  | 29 | Telephone |  |  |  |  |  |  |  |  |  |  |
|  | 30 | eCommerce |  |  |  |  |  |  |  |  |  |  |
|  | 31 | N: drive |  |  |  |  |  |  |  |  |  |  |
|  | 32 | Mobile devices using downloadable services |  |  |  |  |  |  |  |  |  |  |
|  | 33 | Technology – Other |  |  |  |  |  |  |  |  |  |  |
| **PATRON SERVICES SKILLS** |
|  | 34 | Reference Interview |  |  |  |  |  |  |  |  |  |  |
|  | 35 | Reference |  |  |  |  |  |  |  |  |  |  |
|  | 36 | Computer Education |  |  |  |  |  |  |  |  |  |  |
|  | 37 | Reader’s Advisory |  |  |  |  |  |  |  |  |  |  |
|  | 38 | Walk-arounds |  |  |  |  |  |  |  |  |  |  |
|  | 39 | Patron Engagement |  |  |  |  |  |  |  |  |  |  |
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USE THE STANDARD EVALUATION GUIDELINES

 DAILY OBSERVATION REPORT

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| **C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21298_.gifTHE MOST ACCEPTABLE AREA OF PERFORMANCE TODAY WAS IN CATEGORY NUMBER** A specific incident which demonstrates today’s performance in this area is: **(Mandatory Area)** |  |
|  |
| **C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21298_.gifTHE LEAST ACCEPTABLE AREA OF PERFORMANCE TODAY WAS IN CATEGORY NUMBER** A specific incident which demonstrates today’s performance in this area is: (Mandatory on shifts when a grade below minimum acceptable standards is earned). |  |
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| **DOCUMENTATION OF PERFORMANCE AND COMMENTS** Narrative documentation is required for ratings of 1, 2, 3, and NRT  |
| CATEGORY # | **NARRATIVE/COMMENTS** |
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| TRAINEE COMMENTS |
|  |
| INITIAL/DATE |

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| Trainee: | Trainer: | Supervisor: |

 N:/Library/Information Desk