

FACULTY OBSERVATION FORM

Evaluation of: _____ Semester: _____

Department: _____

Evaluator: _____ Position: _____

Knowledge, Skill and Ability as a Librarian	Satisfactory or Better	Needs Improvement	Unsatisfactory	Not Observed (NO) Not Applicable (NA)
1. Prioritizes library users' needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
2. Completes assignments and projects in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
3. Communicates clearly and effectively with colleagues, students, faculty and other library users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
4. Instructs library users in effective and independent use of library services and resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
5. Demonstrates active listening skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
6. Connects library users to appropriate resources for their information needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
7. Selects and recommends appropriate resources for library collections and programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
8. Uses appropriate print and/or electronic library tools and resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:				
9. Catalogs materials in all formats according to national standards and adapts these standards for local practice when necessary				
Comments:				
10. Plans, develops, implements, integrates and supports all library computing resources and systems				
Comments:				
11. Sets a welcoming tone when interfacing with library users				
Comments:				
12. Creates an environment of respect for and sensitivity to library users from diverse backgrounds				
Comments:				
13. Follows up on requests for information or other library services				
Comments:				
Additional comment:				

Date(s) of Visit: _____

Length of visit: _____ Course (if applicable): _____

Conference Date: _____

Evaluator's Signature: _____

Evaluatee's Signature: _____

Faculty member's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received.