

# **Annual Discussion Between Library Assistants and Supervisors**

## **I. Purpose of Annual Discussion**

The purpose of the annual review discussion is to further the effective functioning of the Library by making sure that both individual and departmental goals are understood and communicated. Thus, once each year the Library supervisor and Library assistant will discuss and review the latest set of individual goals with a view toward assessing the progress and the problems associated with achieving those goals within the context of the department's goals and the Library's mission. The annual discussion will then focus on developing an appropriate set of goals for the coming year as well as revising the Library Assistant's job description, based upon any changes in responsibilities that may have occurred in the previous year. Summary notes on the discussion between the Library Assistant and Supervisor will be kept in the department within the Library.

## **II. Discussion of Last Year's Goals**

Did the department as a whole meet its goals last year? Did you as an individual within the department accomplish the goals set out during last year's discussion? Were the goals realistic? What worked well and why? What didn't work well and why?

## **III. Review of Library Assistant's Job Description**

Is it accurate (i.e. should anything be deleted because you are no longer doing it or added because you have assumed a new responsibility)? What part of your job do you like best? What part least? Are there parts of your job description not currently being done? If so why (e.g. lack of time, lack of training)? Are there changes you would like to see made to your job description? How would that benefit the department and you?

## **IV. Setting Goals for the Coming Year**

What projects should be tackled next year? What should be the priorities? What should be our personal goals within the framework of those departmental goals? How do we need to help each other accomplish these goals (e.g. further training, better communication, computer upgrade)?

## **V. General Comments on the Working of the Department**

What seems to be working well within the department as a whole, i.e. what are we doing right? What could be improved (e.g. workflow, ways the supervisor could improve, ways the library assistant could improve)?

## **VI. Self Evaluation (Optional)**