

Performance Evaluation: Montana State Librarian

State Librarian: Jennie Stapp
MSL Personnel Committee: Robyn Scribner, Commission Chair
Tom Burnett, Commission Vice Chair
Peggy Taylor, Commission Member
Evaluation Date: December 2024

The Montana State Library Commission conducts the evaluation of the State Librarian. The evaluation is conducted by the Personnel Committee, which consists of three commission members designated by the Commission Chair. The committee may solicit input and feedback from additional sources, such as stakeholders, staff, commissioners, or others as deemed appropriate to complete a fair and honest evaluation of the State Librarian's performance.

The evaluation format is based on the State of Montana's *TALENT* evaluation system and incorporates the rating and competency descriptions for Executive Leadership positions. The State Librarian is given the opportunity to provide ratings, self-evaluation, and examples in each of the competency areas, which is submitted to the members of the personnel committee. The committee will then provide its own comments and rating for each competency area, along with a final written summary.

Upon completion of the performance evaluation the committee will prepare a summary report and/or share the completed evaluation with the State Librarian and the full MSL Commission, at least three days prior to meeting. The Commission and State Librarian will participate in the final, in-person evaluation in an executive session. A final copy of the evaluation and report will be signed by the Commission Chair and the State Librarian, and copies will be provided to MSL Human Resources for inclusion in the State Librarian's personnel file.

The State of Montana's *TALENT* evaluation system uses the following ratings:

- 4 = Exceeds Expectations:** Consistently exceeds performance expectations and standards. Regularly performs above expectations with day-to-day and challenging work situations with very minimal or no guidance or direction. Viewed as an expert in this competency area.
- 3 = Achieves Expectations:** Consistently achieves, and may occasionally exceed, performance expectations and standards with general guidance and direction consistent with performance level. Readily accepts and applies constructive feedback. Viewed as a resource in this competency area.
- 2 = Needs Improvement:** Inconsistently achieves performance expectations and standards. Inconsistently accepts and applies constructive feedback. Requires frequent coaching and support to meet expectations.
- 1 = Does Not Meet Expectations:** Does not meet performance expectations and standards with frequent and consistent coaching and guidance from supervisor or others. Rarely or never accepts or applies constructive feedback.

Employee Competencies: Executive Leadership

Trust:

Displays high integrity and honesty and is trusted by members of his or her work group; stakeholders trust the leader's ideas and opinions regarding agency matters.

Employee Self Rating: Choose an item.

Employee Comments/Examples:

Commission Rating: Choose an item.

Supporting Comments:

Strategic Focus:

Maintains strategic orientation and a clear perspective between the overall picture and the detail; helps others understand the organization's vision and how to translate it into meaningful objectives.

Employee Self Rating: Choose an item.

Employee Comments/Examples:

Commission Rating: Choose an item.

Supporting Comments:

Results Driven:

Takes initiative; analyzes issues and solves problems; identifies trends, potential problems, and opportunities early; seeks opportunities to accomplish challenging goals; evaluates options and implements effective solutions; follows through to meet or exceed commitments.

Employee Self Rating: Choose an item.

Employee Comments/Examples:

Commission Rating: Choose an item.

Supporting Comments:

Innovation:

Supports innovation; champions change; creates an atmosphere of continuous improvement.

Employee Rating: Choose an item.

Employee Comments/Examples:

Commission Rating: Choose an item.

Supporting Comments:

Optimistic:

Is optimistic, remains calm, and keeps factors in perspective; energizes people to achieve exceptional results.

Employee Rating: Choose an item.

Employee Comments/Examples:

Commission Rating: Choose an item.

Supporting Comments:

Effectively Listens and Communicates:

Effectively represents the organization in key forums; promotes cooperation between work groups; effectively resolves conflicts; communicates effectively with key stakeholders; actively listens to individuals' input and is accessible to others.

Employee Rating: Choose an item.

Employee Comments/Examples:

Commission Rating: Choose an item.

Supporting Comments:

Encourages Development:

Effectively communicates performance expectations and issues with staff; provides guidance and opportunities to staff members for their development and advancement.

Employee Rating: Choose an item.

Employee Comments/Examples:

Commission Rating: Choose an item.

Supporting Comments:

Summary Comments:

Employee:

Commission:

Employee Signature:

Date:

Commission Chair:

Date:

The Commission Report and other relevant supporting documentation shall be included with this evaluation. In accordance with the MOM's Policy on Performance Management, the employee may provide a written response to this appraisal within 10 working days to be included. Copies of all associated documents will be retained in the agency personnel file.