

**Process**

Complete 2018 Performance Appraisal of **NAME**, Library Assistant, and develop goals for 2019:

1. Assistant reviews Competencies for position and selects priorities for 2019.
2. Assistant select position goals for 2019.
3. Manager provides appraisal of 2018.
4. Assistant and Manager meet to discuss appraisal, personal goals, and goals for competency growth.
5. Draft document is complete and input is received.
6. Final revisions to the package is completed.

**Performance Review**

<b>Customer Service:</b>	
<b>Collections:</b>	
<b>Programming:</b>	
<b>Independence / Problem Solving:</b>	
<b>Immediate Needs:</b>	

**Goals for 2019**

STRAT PLAN	ASSISTANT GOALS
	<b>Goal Vision:</b> Enrich opportunities to learn, explore, create, connect with others, develop careers, grow businesses, engage with new technologies, pursue healthy lifestyles, and have fun.
Leverage partnerships to achieve shared goals.	
Create a service model that reaches all communities of The Town of The Blue Mountains.	
Provide diverse collections and programs in the library, museum and gallery.	
Offer resources, opportunities and coaching to engage in 21 <sup>st</sup> century literacies.	
Develop a virtual branch.	
Achieve GLAM standards.	

Competency Plan

<b>Area &amp; Competency</b>	<b>Associated Knowledge, Skills and Abilities</b>	<b>Identified Needs</b>
<b>Communication</b>		
<b>Competency: Communicates effectively using a variety of methods</b>	Presents ideas in a manner that is clear and concise, with an appropriate level of enthusiasm	<i>What you want to achieve or why you want to put time into this.</i>