

DRAFT: 5/20/09

Librarian Workplace Observation Form

Evaluatee _____ **Time and Place of Observation** _____

Evaluator _____ **# of Clients Served** _____ **Date** _____

On a scale of 1 to 5, please indicate the extent to which the instructor meets the teaching criteria listed below. Please include comments in the column on the right. Attach additional comments as necessary.

5
Excellent

4
Above Average

3
Average

2
Below Average

1
Poor

NA
Not Applicable

	5	4	3	2	1	NA	Comments
1. Expertise: The librarian demonstrated expertise in subject matter appropriate to assigned responsibilities.							
2. Reference Interviews: The librarian asked appropriate questions to clarify students' information needs.							
3. Clarity: The librarian was attentive to questions and clear and precise in response.							
4. Respect: The librarian treated all students respectfully.							
5. Controversial Material: The librarian recognized the right of students to have points of view different from the librarian's.							
6. Providing Direction: The librarian demonstrated competence in providing direction and instruction for library and on-line resources.							
7. Atmosphere: The librarian demonstrated effective skills in maintaining a library environment conducive to student learning.							

	5	4	3	2	1	NA	Comments
8. Responsibility: The librarian keeps appropriate records, meets deadlines and accomplishes assigned responsibilities							
9. Evaluation Process: The librarian participated in the evaluation process in a professional and timely manner.							

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