

**Latah County Library District  
Personnel Policy  
Approved September 2004  
Revised November 2008, March 2010  
Policy reviewed annually**

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**4.0 ANNUAL EVALUATIONS**

**DIRECTOR:** Following the probationary period, annual performance reviews of the Director shall be conducted. The first annual performance review may be waived depending on when the six month and one year probationary performance reviews occur. The evaluation will be based on the director's position description as well as goals that were set for the year. Goals will be established for the up-coming year during the evaluation process.

Managers will be provided with an evaluation form so they can evaluate the director's performance.

It is the responsibility of the Board to review the performance of the Director. This process is conducted in consultation with the Director.

**MANAGERS:** Following the probationary period, annual performance reviews of the supervisory staff will be conducted by the Director. The evaluation will be based on the manager's position description as well as goals that were set for the year. Goals will be established for the up-coming year during the evaluation process.

Staff will be provided with an evaluation form so they can evaluate their supervisor's and the Director's performance.

**OTHER REGULAR DISTRICT STAFF:** Following the probationary period, annual performance reviews will be conducted by the employee's immediate supervisor. The evaluation will be based on the position description as well as goals that were set for the year. Goals will be established for the up-coming year during the evaluation process.