



Performance Appraisal Process & Timeline - 2016

Tom Sloan, Mid-Hudson Library System Executive Director

For the Period: November 1, 2015 – October 31, 2016

- November 2015
 - Personnel & Planning Committee review and report their recommendations to the MHLS Board regarding: (1) Performance Appraisal Process & Timeline; (2) Performance Appraisal
- May 11, 2016 - MHLS Board Meeting
 - Evaluation Process/Timeline and Form Provided in Board Meeting Packet
 - Board Reviews Evaluation Process/Timeline and Form
- September 1, 2016
 - Executive Director Report on Performance Due to Board President
- September 2-9, 2016
 - Executive Director Evaluation Form and Report Distributed to All MHLS Board Members
 - Each MHLS Board Member Completes the Form and Returns the Form to MHLS Board President
- September 10-13, 2016
 - Executive Committee and Committee Chairs Review Evaluation Forms Submitted by Board Members and Finalize Evaluation Findings
- September 14, 2016 - MHLS Board Meeting
 - Board Reviews Executive Committee and Committee Chairs Evaluation Findings
- October 14, 2016 - MHLS Board Meeting
 - Board Approves Executive Director's Evaluation
- Week of October 17, 2016
 - Board President and Executive Director Sign Evaluation Form
- November/December 2016 - Personnel & Planning Committee
 - Review Executive Director's 2017 Performance Plan & Process