**Let’s get to YES**

**Performance Theme Worksheet**

**Why use a performance theme?**

Performance themes are simply service model guidelines that can shape goals and measure the success of both the library and you as an employee.

Think about this; every employee of the library:

* saw an advertisement for a position here at our library,
* went through the interview process, and
* was hired and given tools such as training, a job description, a policy manual, and continuing education opportunities

So, it stands to reason that you will use those tools and COMMUNICATION (which is really what we all do for a living) and fulfill the duties of your job.

It is the **Performance Theme** that indicates how well you are doing your job and how that should look on your yearly evaluation.

*Your end of the year evaluation is a review of your performance but also a review of our organization’s performance.*

When working within the parameters of a performance theme, goals for both the employee and the library become clear.

**Take a few minutes to set goals for the library TOGETHER and discuss what YES means for the entire library, both youth and adult, outreach, services, materials, and the individual work we do.**

**Goals Worksheet**

By saying YES and using a positive frame, how will the library benefit? Where do we want to be as an organization? What has changed within the library by the end of 2020?

Now think about each department (YA, adult, programs etc.) within the library, what can we enhance? What needs changed? What could we explore? Add? Drop?

Think about your career and the work you personally do at the library. What could be different if you say YES more? What would have to change?

How will we measure the change? For you personally? For the library? What goals could you/we set?

What tools will you need to better do your job? What tools will the library need to succeed with embracing a YES theme?

What are we missing? What else is important to the work we do in the library?