**Librarians and Archivists**

**SUPERVISOR’S ASSESSMENT**

**(Revised September 2024)**

**Preamble.** The Member’s immediate supervisor shall assess each Member’s performance in fulfilment of their Responsibilities and duties in each of Professional Practice, Academic Activity and/or Service, as appropriate to the Member’s Responsibilities and Workload. This assessment shall be based on the Member’s Biennial Report, the Biennial Review Meeting and any other relevant documentation in the Member’s Official File. Following the Biennial Review Meeting and the receipt of any updated Biennial Report, the Member’s immediate supervisor shall prepare a written Supervisor’s Assessment of the Member’s performance and shall send this to the Member for inclusion in the Biennial Review Submission.

**Member Name:**

**Dates of the review period:**

**Supervisor Name:**

**Date of Supervisor’s Assessment:**

**Supervisor’s Assessment of Performance in Professional Practice**

**Comments on Professional Development**

**Supervisor’s Assessment of Performance in Academic Activity**

**Supervisor’s Assessment of Performance in Service**