Grade 4 Library Staff: Skills

This template has been designed to help you and your manager review your strengths in these areas and identify areas that you could develop. Note that the positive indicators are intended for use as a guide only and that not all indicators will be applicable to all roles within a grade.

# How to use

## Step 1

Reflect on each of the positive indicators and consider whether you:

* M - Meet the appropriate level
* E - Exceed the appropriate level
* D - Need to Develop in this area
* Complete column 1

## Step 2

Ask your line manager or equivalent to:

* Review your levels in the same way
* Complete column 2

## Step 3

Meet your line manager or equivalent to:

* Discuss your results in columns 1 and 2, and agree a result and enter it in column 3
* Discuss any areas for development you have identified and how you might work towards these, and note in column 4

## Notes

* Due to the diversity of environments across the University, the skills identified should be interpreted within the grade and scope of the role/post
* It is possible that a particular role will not require all of the skills identified at the relevant grade
* The possession of or requirement for, some skill areas at a higher grade will not necessarily equate to a requirement for a role to be regraded

# Name:

# Department:

# Line manager or equivalent:

# Current role and grade:

# Role and grade being assessed against, if different from current role and grade:

# Date:

## Assessment

| **Skill area** | **Skills** | **1**  **Individual**  **M/E/D** | **2**  **Manager**  **M/E/D** | **3**  **Agreed result**  **M/E/D** | **4**  **Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| IT | Proficient in Microsoft Office word processing, spreadsheet, database and email applications.  Use web software, including databases. Use specialised library software.  Produce reports from CUFS. |  |  |  |  |
| Organisational/ time management | Organise a diverse range of activities and exercise judgement in organising and prioritising workload. Plan own weekly workload. |  |  |  |  |
| Training/facilitation/ presentation | Deliver briefings/ demonstrations on library databases to users. |  |  |  |  |
| Collection management | Carry out basic collection management responsibilities eg arranging stock weeds, binding |  |  |  |  |
| Other requirements | Strong customer service skills. Promote library resources and services. Produce user materials  Working towards qualification in librarianship (degree or postgraduate level). Previous library experience. |  |  |  |  |