

Staff Evaluation Form

Employee Name: _____

Evaluation Period: _____

Step 1 - Pull previous year's PDP and discuss with employee. Were last years goals met?

Yes_____ If yes, create new goals based on this evaluation.

No_____ If no, tweak approach and repeat goal.

Ranking Instructions: For each of the following areas, give the employee a score of 1-5 to indicate how strong you think the employee's skill is. Use the Comments section to discuss all items which you rank a 2 or lower.

5 - Has mastered this area and could teach others.

4 - Is strong in this area.

3 - Is average in this area.

2 - Is below average in this area and could learn more about this.

1 - Need help with this to be more effective.

General Work Habits:

___Arrives on time

___Reliable in attendance; gives ample notice for absences

___Responsible in job duties

___Alert in health and safety matters

___Follows the center's philosophy

___Open to new ideas

___Flexible with assignments and schedule

___Comes to work with a positive attitude

___Looks for ways to improve the program

___Remains calm in a tense situation

___Completes required written communications on time

Comments:

Professional Development, Attitude, and Efforts

___Takes job seriously and seeks to improve skills

___Participates in workshops, classes, groups

___Shows improvement in areas on which they have received training

___Uses new instructional strategies

___Reads and discusses informational materials

___Is self-reflective with goals for ongoing development

Comments:

Attitude and Skills with Children

___Friendly, warm, and affectionate

___Bends low for child level interactions

___Uses a modulated, appropriate voice

___Knows and shows respect for individuals

___Is aware of developmental levels/changes

___Encourages independence/self-help

___Promotes self-esteem in communications

___Limits interventions in problem solving

___Avoids stereotyping and labeling of children

___Reinforces positive behavior

___Minimal use of time out

___Regularly records observations of children

Comments:

Attitude and Skills with Parents

- Available to parents and approachable
- Listens and responds well to parents
- Is tactful with negative information
- Maintains confidentiality

- Seeks a partnership with parents
- Regularly communicates with parents
- Conducts parent conferences on schedule

Comments:

Attitude and Skills with Class

- Creates an inviting learning environment
- Classroom is clean and maintained
- Provides developmentally appropriate activities
- Develops plans from observations and portfolio entries
- Provides materials for all curriculum components

- Provides an appropriate role model
- Anticipates problems and redirects
- Is flexible and responsive to child interests
- Is prepared for day's activities
- Handles transitions well

Comments:

Attitude and Skills with Co-Workers

- Is friendly and respectful with others
- Strives to assume fair share of work
- Offers and shares ideas and materials
- Communicates directly and avoids gossip
- Approaches criticism with a learning attitude
- Looks for ways to be helpful
- Conversations relate to the children and the work at the center and not personal information
- Works as a team player, completing job tasks in a timely manner

Comments:

We have discussed and agreed upon this evaluation. Date: _____

Supervisor Signature

Staff Signature

**Email this form to cloud.tlcdc@gmail.com. The original is to be placed in the employee's file. A copy may be given to the employee.*

**Evaluation periods are 30 days, 90 days, and 6 months after date of hire. After 6 months, evaluations are to be performed each anniversary date.*