

STAFF EVALUATION

Employee _____ Date _____

Employee position _____

Rank the employee

For each of the following areas, give the employee a score of 1-5 to indicate strong you think the employee skill is. Use the comments section to discuss all items which you rank 3 or lower.

N – Not observed

5 – Has mastered this area and could teach others

4 – Is strong in this area but could improve

3 - Is average in this area

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

1 – Needs help with this to be more effective

Professional Conduct

_____ Attendance

_____ Arrives at work on time

_____ Dress is appropriate

_____ Responsible in job duties

_____ Takes job serious

_____ Set goals for personal growth

_____ Participates in workshops, classes

_____ Alert in Health & Safety matters

_____ Follows Center's rules

_____ Flexible with assignments and schedule

_____ Comes to work with a positive attitude

_____ Is a team player

_____ Completes assignments in a timely matter

Classroom Management

- _____ Creates an inviting learning environment
- _____ Provides developmentally appropriate practices
- _____ Develop plans with goals from observations
- _____ Teaches the children independence
- _____ Anticipates problems and redirects
- _____ Is flexible and responsive the child's interest
- _____ Is prepared for the day's activities
- _____ Classroom is free of clutter
- _____ Materials are put away in the proper place
- _____ Handles transitions well
- _____ Makes a safe environment inside and outside
- _____ Serves as an appropriate role model
- _____ Teach and enforce the children to use the materials correctly
- _____ Develops and implements lesson plans
- _____ Follows Daily Routine

Relationship with Co workers

- _____ Friendly and respectful with others
- _____ Often shares ideas and materials
- _____ Communicate directly, avoids gossip
- _____ Deals with constructive criticism positively
- _____ Does fair share of work

Relationship with Parents

- _____ Communicates well to parents
- _____ Is tactful with negative information
- _____ Maintains confidentiality

Relationship with Children

- _____ Friendly, warm and affectionate
- _____ Bends low for child level interactions
- _____ Uses a modulated, appropriate voice
- _____ Shows respect for individuals
- _____ Encourages independence and self help skills
- _____ Promotes self-esteem in communications
- _____ Encourages problem solving
- _____ Reinforces positive behavior
- _____ Uses positive discipline techniques

Goals _____

Comments by Director _____

Director Signature _____ **Date** _____
Employee Signature _____ **Date** _____