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**Evaluation Key: (A)** Exceptional **(B)** Best Practice **(C)** Met Standard

 **(D)** Needs Improvement **(F)** Unsatisfactory

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hire Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

  **STAFF EVALUATION FORM**

Examples of behaviors observed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attitude and Skills in Classroom**

1. Creates an inviting learning environment \_\_\_
2. Provides developmentally appropriate activities \_\_\_
3. Project materials are planned/well organized \_\_\_
4. Develops plans with goals and observations \_\_\_
5. Provides materials for all key experiences \_\_\_
6. Provides an appropriate role model \_\_\_
7. Effective classroom management skills \_\_\_
8. Anticipates problems and redirects \_\_\_
9. Is flexible, responsive to child interests \_\_\_
10. Is prepared for day’s activities \_\_\_
11. Handles transitions well \_\_\_
12. Follows the schedule; constant engagement \_\_\_ \_\_\_

**Attitude and Skills with Parents/Families/Community**

1. Establishes a welcoming environment \_\_\_
2. Available and approachable with parents \_\_\_
3. Listens and responds well to parents \_\_\_
4. Is tactful with negative information \_\_\_
5. Fosters a partnership with parents \_\_\_
6. Communications are frequent and clear \_\_\_
7. Maintains confidentiality \_\_\_
8. Regularly provides activity updates \_\_\_
9. Holds parent conferences on schedule \_\_\_
10. Seeks family involvement in the classroom \_\_\_
11. Encourages community events/participation \_\_\_
12. Volunteers for events/community service \_\_\_

Examples of behaviors observed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Work Habits**

1. Arrives on time \_\_\_
2. Reliable in attendance \_\_\_
3. Responsible in job duties \_\_\_
4. Alert in health and safety matters \_\_\_
5. Follows rules and regulations \_\_\_
6. Follow’s center philosophy \_\_\_
7. Open to new ideas \_\_\_
8. Flexible with assignments and schedule \_\_\_
9. Comes to work with a positive attitude \_\_\_
10. Gives ample notice for absences \_\_\_
11. Remains calm in tense situation \_\_\_
12. Attends/participates in staff meeting \_\_\_

Examples of behaviors observed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Arives on

**Attitude and Skills with Children**

1. Friendly, warm, and affectionate \_\_\_
2. Bends low for child level interactions \_\_\_
3. Uses modulated appropriate tone \_\_\_
4. Shows respect for individuals \_\_\_
5. Is aware of developmental level changes \_\_\_
6. Encourages independence / self-help \_\_\_
7. Promotes self-esteem in communications \_\_\_
8. Limits interventions in problem solving \_\_\_
9. Avoids stereotyping and labeling \_\_\_
10. Reinforces positive behavior \_\_\_
11. Specifically stated, positive directives \_\_\_
12. Regularly records observation of children \_\_\_

Arives on time

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Director/Owner Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed upon action plan to meet goal(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attitude and Effort Toward Professional Development**

1. Takes job seriously, seeks improvement \_\_\_
2. Participates in workshops, classes, groups \_\_\_
3. Reads, discusses handouts distributed \_\_\_
4. Maintains the proper credentials (CPR, etc.) \_\_\_
5. Completes DCF in-service hours independently \_\_\_
6. Sets goals for self development \_\_\_

Examples of behaviors observed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Arives on time

**Attitude and Skills with Co-Workers/Managers**

1. Is friendly and respectful with others \_\_\_
2. Strives to assume a fair share of work \_\_\_
3. Offers, shares ideas and materials \_\_\_
4. Communicates directly, avoids gossip \_\_\_
5. Approaches criticism w/learning attitude \_\_\_
6. Looks for ways to be helpful \_\_\_

Examples of behaviors observed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Arives on time

Summary of discussion from evaluation conference:

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Goal or improvement sought for next period:

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