



# STAFF EVALUATION FORM

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

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Evaluation Key: (A) Exceptional (B) Best Practice (C) Met Standard  
(D) Needs Improvement (F) Unsatisfactory**

## 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:

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## 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:

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## 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 \_\_\_\_\_

Examples of behaviors observed:

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## 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 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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**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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Summary of discussion from evaluation conference:

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Goal or improvement sought for next period:

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Agreed upon action plan to meet goal(s):

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

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