Name of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Title of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date of Review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Performance Review Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Growth and development of staff is essential for the success of this child care program. Your contribution to a quality learning environment is invaluable. The Performance Review is a tool used to summarize your past performance and to provide you an opportunity to create new professional development goals.

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| Rating |
| Needs Improvement | Fully Competent | Exceeds Expectation |
| **1** | **3** | **5** |

|  |  |
| --- | --- |
| Rating | Competency |
| **Classroom Management** |
|  | a. Implements lesson plans. Assists in planning and conducting an effective child development program to meet the physical, social, emotional and intellectual needs of each child, based upon state goals and a curriculum plan provided by the supervisor.  |
|  | b. Able to manage children, follows the classroom schedule, manage transitions and expand learning.  |
|  | c. Helps create adult-made games and play materials (i.e. mixing paint and play dough; assembling props for dramatic play, activities, etc.), and assists with developing a list of needed supplies and equipment for submission to the supervisor.  |
|  | d. Assists with developing a list of needed supplies and equipment for submission to the supervisor.  |
|  | **Classroom Management Total (divide by 4)** |

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| **Initiative and Creativity** |
|  | a. Goes above and beyond required duties and responsibilities to accomplish tasks or to solve problems.  |
|  | b. Asks questions when he/she does not fully understand an assignment.  |
|  | c. Willingly undertakes assignments and perseveres until the job is complete.  |
|  | d. Develops new and creative opportunities for children to learn, thinking outside the box when developing activities.  |
|  | **Initiative and Creativity Total (divide by 4)** |

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| **Interaction With Children** |
|  | a. Provides caring/nurturing interaction with the children, empathetic, demonstrates patience, takes advantage of all teachable moments, and provides comfort for children in distress.  |
|  |  b. Attends to the physical needs of the children (i.e. diapering, feeding, toileting, resting, etc.)  |
|  | c. Helps children to develop self-help skills. |
|  | d. Rock and holds babies, and assists children during family-style meals.  |
|  | e. Actively involved in the learning environment. This includes participating in child centered activities, demonstrating child tasks, playing games with the children (indoor and outdoor), actively communicating with the children throughout all learning opportunities.  |
|  | f. Uses approved child guidance and care giving techniques that support overall program objectives.  |
|  | **Interaction With Children Total (divide by 6)** |

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| **Learning Environment** |
|  | a. Coordinates, by age, the appropriate play and learning activities to foster individual and group activity development including plan do and review.  |
|  | b. Leads children in songs, games, finger plays, and other activities. |
|  | c. Shows a real enjoyment of working with children. |
|  | d. Enjoys humorous incidents with children. Seems to enjoy laughing with them.  |
|  | e. Accepts each child as he/she is. |
|  | f. Shows awareness of progress or lack of it in child’s behavior. |
|  | g. Uses different, though consistent, methods of dealing with different children.  |
|  | h. Uses a positive approach.  |
|  | **Learning EnvironmentTotal (divide by 8)** |

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| **Supervision of Children** |
|  | a. Remains with children at all times and works to ensure that all children are always supervised (no children are left unattended).  |
|  | b. Receives children from parents and other teachers.  |
|  | c. Ensures bathrooms are monitored.  |
|  | d. Notes all special instructions that parents may provide. Maintains an accurate count of children at all times.  |
|  | e. Help children collect their belongings when they depart. |
|  | f. Ensures that each child leaves with a parent or someone authorized to take the child at all times.  |
|  | **Supervision of Children Total (divide by 6)** |

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| **Assessment** |
|  | a. Keeps adequate, appropriate and effective tack of child growth and development.  |
|  | b. Completes and submits requires reports in an accurate and timely manner. |
|  | c. Communicates child growth, successes and challenges with parents. |
|  | d. Provides daily feedback on children’s activities.  |
|  | e. Is aware of developmental levels. |
|  | f. Uses discretion/judgment when discussing behavioral challenges and participates in conferences with parents and the supervisor.  |
|  | **Assessment Total (divide by 6)** |

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| **Health and Safety** |
|  | a. Conducts daily health checks of children.  |
|  | b. Notifies the Department of Human Services and the supervisor or Director of any marks or other signs that might indicate a suspicion of illness, abuse or neglect.  |
|  | c. Ensures the safely and sanitation of children through constant supervision, effective arrange of space, proper maintenance of equipment, etc.  |
|  | d. Creates a pleasant, inviting atmosphere for children.  |
|  | e. Facilitate daily tooth brushing.  |
|  | f. Documents diaper change and toilet training on diaper log sheet. Sanitize toys weekly and move furniture around.  |
|  | **Health and Safety Total (divide by 6)** |

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| **Organization** |
|  | a. Plans ahead and structures work to avoid crises waiting children and to deliver work on.  |
|  | b. Review and implements daily schedules and activity plans.  |
|  | c. Assists in arranging the room and play materials to accommodate the daily schedule.  |
|  | d. Set up displays and bulletin board.  |
|  | **Organization Total (divide by 4)** |

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| **Professionalism** |
|  | a. Conducts respectful conversation with staff, parents and children. Uses an appropriate voice and tone.  |
|  | b. Has a positive attitude and demeanor.  |
|  | c. Appearance is appropriate for interacting with children. Wears company uniforms or dresses appropriately according the policy in the staff handbook.  |
|  | d. Completes the required annual training hours. Applies all professional development and skill development to enhance the learning environment.  |
|  | e. Remains calm in tense situations.  |
|  | **Professionalism Total (divide by 5)** |

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| **Communication Skills** |
|  | a. Reports, letters and newsletters are well written, easy to understand, and free of grammatical errors.  |
|  | b. Listens well and is able to communicate in a positive manner with staff, customers, and others. |
|  | c. Handles challenging situations with tact. |
|  | d. Concerned with the needs of children, parents, customers, and other staff.  |
|  | e. Regularly shares information about the child's progress with parents or guardians. Involves parents in center activities and events.  |
|  | f. Communicates directly with other staff and avoids gossip.  |
|  | g. Discuss with other staff information needed to care for the children (e.g. a.m. staff gives pertinent information to afternoon staff and afternoon staff should ask as well)  |
|  | **Communciation Skills Total (divide by 7)** |

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| **Teamwork** |
|  | a. Cooperates with other staff. |
|  | b. Treats all staff with respect and dignity and fosters mutual respect and trust.  |
|  | c. Participates in team and staff meetings and is willing to share ideas as well as listen respectfully to other staff.  |
|  | d. Willing to help other staff when needed.  |
|  | e. Willing to cover for illness and approved time off, share knowledge, assist with orienting new staff, and market the center.  |
|  | **Teamwork Total (divide by 5)** |

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| **Dependability, Adaptability, Flexibility** |
|  | a. Can be counted on to complete work in a timely manner. |
|  | b. Takes responsibility for mistakes and seeks to continually improve performance.  |
|  | c. Adjusts easily to new conditions and circumstances. |
|  | d. Flexible with assignments and schedule. |
|  | **Dependability, Adaptability, Flexibility Total (divide by 4)** |

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| **Attendance** |
|  | a. Consistently arrives to work on time and ready to work. |
|  | b. In the event of an absence, the employee ensures that the shift is covered.  |
|  | c. Does not have excessive absences.  |
|  | d. Regularly attends scheduled staff meetings.  |
|  | **Attendance Total (divide by 4)** |

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|  | **Grand Total (add all the total amounts)** |
|  | **Overall Rating (divide the Grand Total by 13)** |

**Professional Development Plan**

Discussion

1. **Strengths and Accomplishments.** (Examples of where employee has excelled.)
2. **Developmental Needs.** (Areas that need strengthening, experience, and/or training, goals. Employee wishes to achieve.)

**Overall Evaluation Rating**

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| --- | --- | --- |
| Needs Improvement | Fully Competent | Exceeds Expectation |
|  |  |  |

Comments/Examples:

|  |  |
| --- | --- |
| **Professional Development Goals** | **Rating** |
| 1. Goal:

Supervisor Comments: |  |
| 1. Goal:

Supervisor Comments: |  |
| 1. Goal:

Supervisor Comments: |  |
| 1. Goal:

Supervisor Comments: |  |

Employee Feedback to Supervisor:

I, as an employee of Nest, understand that all aspects of my performance review are confidential.

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Employee Signature Date

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Supervisor Signature Date