

# Employee Performance Appraisal Form

Staff Name \_\_\_\_\_ Review Period/Year \_\_\_\_\_

Date of Hire \_\_\_\_\_ Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Date of Review \_\_\_\_\_

## Definition of Ratings

### Top Performer (Rating of 3)

- Consistently and substantially exceed requirements of the position and performs at optimum level of effectiveness
- Exhibits leadership behaviors consistent with the values and goals of the center
- Considered a role model and used as a mentor
- Brings new ideas or processes which benefit the center and the children
- Creative problem solver who implements new ways of working to make positive changes
- Described as distinguished, remarkable, and extraordinary
- Exhibits exceptional quality while meeting challenging demands

### Core Performer (Rating of 2)

- Consistently meets requirements of the position and performs satisfactorily and in a reliable manner • Demonstrates leadership behavior consistent with center values and goals
- Consistent, ongoing achievement of the established standards
- Described as knowledgeable and reliable

### Low Performer (Rating of 1)

- May inconsistently meet or fail to meet requirements and standards for the position
- Performance is not at expected levels and/or was not done in a way that demonstrates the center goals and values
- Meets some of the minimum requirements of the position, but may need to improve performance to meet expected levels in some areas of performance includes employees who may be new in their job and learning new skills, and/or employees who need to improve and develop in their job immediate and sustained improvement is required for this
- Staff Managers of these employees should be meeting with the employee on a frequent basis.

### Directions for Supervisor

- Staff should be rated based on the requirements of their job description and not compared to other staff performance to make the appraisal more objective.
  - Rate staff as a 1, 2, or 3 in all categories. Most staff are core performers and that's ok. That means they are doing their job. Top performers always give that extra effort.
- Add all Ratings to determine the staff rating for the evaluation period.

## Performance Standard

### Customer Service: Attitude and skills with children

- Friendly, warm and affectionate \_\_\_\_\_
- Bends low for child level interactions \_\_\_\_\_
- Uses a modulated appropriate voice \_\_\_\_\_
- Demonstrates respect for children in interactions and guidance \_\_\_\_\_
- Is aware of development levels / changes \_\_\_\_\_
- Encourages independence / self- help \_\_\_\_\_
- Promotes self-esteem in communications \_\_\_\_\_
- Limits interventions in problem solving \_\_\_\_\_
- Avoids stereotyping and labeling \_\_\_\_\_
- Reinforces positive behavior \_\_\_\_\_
- Minimum use of time out \_\_\_\_\_
- Regularly records observations of children \_\_\_\_\_

Staff Rating \_\_\_\_\_

### Customer Service: Attitude and skills with parents

- Establishes and maintains effective relationships in order to gain trust and respect \_\_\_\_\_
- 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 parents conference on schedule \_\_\_\_\_
- Retains 90% of children through transition to the next class \_\_\_\_\_

Staff Rating \_\_\_\_\_

### Customer Service: Attitude and skills with Class

- Comes to work with a positive attitude \_\_\_\_\_
- Consistently, develops and maintains a positive and inviting learning environment for children Provides developmentally appropriate activities \_\_\_\_\_
- Develops lesson plans from observations, portfolio entries and school curriculum \_\_\_\_\_
- Uses curriculum and enhancement materials appropriately \_\_\_\_\_
- Provides an appropriate role model \_\_\_\_\_
- Anticipates problems and redirects \_\_\_\_\_
- Is flexible and responsive to child interests \_\_\_\_\_
- Is prepared for day's activities \_\_\_\_\_
- Handles transitions and changes well \_\_\_\_\_

Staff Rating \_\_\_\_\_

**Customer Service: Attitude and skills with coworkers**

- Is friendly and respectful with others \_\_\_\_\_
- Strives to assume a fair share of work \_\_\_\_\_
- Offers and shares ideas and materials \_\_\_\_\_
- Communicates directly and avoids gossip \_\_\_\_\_
- Approaches criticism with learning attitude \_\_\_\_\_
- Looks for ways to be helpful \_\_\_\_\_
- Addresses conflict in a fair, equitable and diplomatic manner \_\_\_\_\_
- Supports decisions, is collaborative and inclusive \_\_\_\_\_

**Staff Rating** \_\_\_\_\_

**Customer Service: Attitude and skills with management**

- Upholds and enforces school policies \_\_\_\_\_
- Promptly reports child related incidents to management \_\_\_\_\_
- Acts with Integrity Adheres to and acts in line with company mission and values at all times \_\_\_\_\_
- Encourages candidness in others and models ethics and integrity in all aspects of the job \_\_\_\_\_
- Maintains confidentiality of children, families, staff and coworkers \_\_\_\_\_
- Demonstrates understanding of others' needs or position \_\_\_\_\_
- Honest, respectful and diplomatic in interactions \_\_\_\_\_

**Staff Rating** \_\_\_\_\_

**Dependability**

- Arrives on time and ready to work \_\_\_\_\_
- Reliable in attendance: gives ample notices for absences \_\_\_\_\_
- Leaves and returns from scheduled breaks on time \_\_\_\_\_
- Responsible in Job duties \_\_\_\_\_
- Can be depended upon to follow through on commitments and responsibilities \_\_\_\_\_

**Staff Rating** \_\_\_\_\_

**Productivity**

- Is able to handle the workload \_\_\_\_\_
- Does what is asked and delivers work on time \_\_\_\_\_
- Does work correctly the first time without waste or rework \_\_\_\_\_

**Staff Rating** \_\_\_\_\_

**Quality of Work**

- Maintains classroom ratios at all times \_\_\_\_\_
- Follows appropriate attendance and child count procedures \_\_\_\_\_
- Alert in health and safety matters \_\_\_\_\_
- Adheres to bottle feeding and safety procedures \_\_\_\_\_
- Takes preventative and proactive measure to avoid the occurrence of child related accidents or injuries \_\_\_\_\_
- Accurate and consistent, adheres to and enforces center policies, requirements, licensing, and accreditation regulations \_\_\_\_\_

**Staff Rating** \_\_\_\_\_

**Initiative**

- Accepts responsibility willingly \_\_\_\_\_
- Is creative in solving problems \_\_\_\_\_
- Generates ideas for improvements and seeks feedback regarding performance \_\_\_\_\_
- Applies new skills to solve problems without being asked \_\_\_\_\_
- Takes on or seeks out new tasks and assignments willingly \_\_\_\_\_
- Seeks opportunities for development and applies new skills \_\_\_\_\_
- Participates enthusiastically in training and professional development to advance skills \_\_\_\_\_
- Learns from mistakes and takes responsibility for improving performance \_\_\_\_\_

**Staff Rating** \_\_\_\_\_

**Planning and Classroom Organization**

- Is prepared with materials required for planned classroom activities – Ahead of time - \_\_\_\_\_
- Manages time and resources so that results are achieved with minimum disruption \_\_\_\_\_
- Flexible with assignments and schedule \_\_\_\_\_
- Prepares and posts lesson plans as required \_\_\_\_\_
- Updates and Maintains various classroom bulletin boards following school time and display guidelines \_\_\_\_\_

**Staff Rating** \_\_\_\_\_

**Oral and Written Communication**

- Displays clarity and accuracy in all forms of communications \_\_\_\_\_
- Listens well, communicates effectively with parents both orally and in writing \_\_\_\_\_
- Demonstrates professionalism in all interactions \_\_\_\_\_
- Utilizes appropriate communication style based on the audience and situation \_\_\_\_\_
- Completes required written communication on time (incident and daily reports) \_\_\_\_\_
- TADPOLES: Checks in students every day - as many times as necessary - \_\_\_\_\_
- TADPOLES: Checks self every day – as many times as necessary - \_\_\_\_\_
- TADPOLES: Sends two pictures every day to parents \_\_\_\_\_
- TADPOLES: Sends complete and detailed daily reports to parents \_\_\_\_\_

**Staff Rating** \_\_\_\_\_

**Required Annual Training**

- Up to date with all DFPS required training hours and content \_\_\_\_\_
- Up to date with all TRS, NAEYC required training hours and content \_\_\_\_\_

**Staff Rating** \_\_\_\_\_

**School Resources**

- Responsible for the proper care of all books, material, equipment and other school property committed to his/her charge \_\_\_\_\_
- Assists in keeping an inventory \_\_\_\_\_
- Reports to management immediately any damage \_\_\_\_\_

**Staff Rating** \_\_\_\_\_

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**Overall Staff Rating for Performance Appraisal Period** \_\_\_\_\_

*Top Performers*            240 - 180  
*Core Performers*        180 - 100  
*Low Performers Below* 100

**Goal Setting for Next Performance Appraisal Period**

1.

2.

3.

**Summary Comments of Supervisor:**

**Summary Comments of Employee:**



Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_