

Staff Evaluation Form



Employee: _____

Rating Legend: A - You're a Rockstar! B - Good work, keep it up! C - Let's improve on this.

PROFESSIONALISM	RATING	NOTES
Meets job description expectations		
Supports the program philosophy		
Able to implement changes to improve the program		
Is punctual to work		
Has reliable attendance		
Provides notice for absences		
Flexible with schedule		
Holds a positive attitude		
Health & safety certifications are up to date		

PROGRAM DEVELOPMENT	RATING	NOTES
Has knowledge of age-appropriate activities		
Creates a safe learning environment for the kids		
Observes the children regularly and consistently		
Documents observations regularly and consistently		
Plans developmentally-appropriate activities		
Reflects on observations to inform future planning		
Responsive to each child's individual needs		
Plans for transitions		
Contributes ideas to improve the program		

WORK WITH CHILDREN	RATING	NOTES
Interacts with children on their eye level		
Is caring, welcoming and friendly		
Uses appropriate tone of voice		
Aware of each child's developmental stage		
Promotes independent work		
Encourages problem solving and scaffolds learning appropriately		
Reinforces positive behavior appropriately		
Avoids stereotyping children		
Respects each child.		

FAMILY ENGAGEMENT	RATING	NOTES
Is friendly and available to families		
Develops relationships with families		
Presents sensitive information in a professional and tactful way		
Maintains confidentiality		

TEAMWORK	RATING	NOTES
Respectful to peers		
Open to sharing ideas and collaboration		
Communicates clearly and directly with colleagues		
Open to constructive criticism from peers		
Seeks opportunities to be a mentor to junior team members		
Seeks mentorship from more senior team members		

PROFESSIONAL DEVELOPMENT	RATING	NOTES
Sets goals for professional development		
Seeks to improve current skillset		
Attends trainings (online or in person)		

