



Nikki's Christian Daycare & Learning Center, Inc.

14900 Cloverdale Road • Woodbridge, Virginia 22193-1614

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CONFIDENTIAL EMPLOYEE EVALUATION

PERFORMANCE REVIEW

Name: _____ Position: _____

	Poor	Fair	Good	Excellent	Comments
1. Attitude Toward:					
Children	_____	_____	_____	_____	_____
Parents	_____	_____	_____	_____	_____
Other Staff	_____	_____	_____	_____	_____
Interns	_____	_____	_____	_____	_____
Volunteers	_____	_____	_____	_____	_____
Program	_____	_____	_____	_____	_____
2. Ability to work with Others	_____	_____	_____	_____	_____
3. Responsibility:					
Reliability when not Supervised	_____	_____	_____	_____	_____
Initiative, taking responsibility	_____	_____	_____	_____	_____
4. Adaptability:					
Changing hours	_____	_____	_____	_____	_____
Working extra hours	_____	_____	_____	_____	_____
Helping with other Groups	_____	_____	_____	_____	_____
Profiting from constructive criticism	_____	_____	_____	_____	_____
5. Performance:					
Work habits	_____	_____	_____	_____	_____
Program planning and follow-up	_____	_____	_____	_____	_____
Handling of behavior Problems	_____	_____	_____	_____	_____
Playground supervision	_____	_____	_____	_____	_____
Eating supervision	_____	_____	_____	_____	_____
Toileting supervision	_____	_____	_____	_____	_____
Resting supervision	_____	_____	_____	_____	_____
Conforming to policies	_____	_____	_____	_____	_____

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	Poor	Fair	Good	Excellent	Comments
6. Self-development:					
Willingness to attend conferences & courses	_____	_____	_____	_____	_____
Reading and studying	_____	_____	_____	_____	_____
Ability to accept and use training	_____	_____	_____	_____	_____
Willingness to change	_____	_____	_____	_____	_____
Comprehension of day care	_____	_____	_____	_____	_____
Understanding of age levels	_____	_____	_____	_____	_____
7. Attendance	_____	_____	_____	_____	_____
8. Punctuality	_____	_____	_____	_____	_____
9. Appearance:					
Good grooming	_____	_____	_____	_____	_____
Cleanliness	_____	_____	_____	_____	_____
Voice & Speech	_____	_____	_____	_____	_____

Special Improvement Needed:

Supervisor _____ **Date** _____

Employee I agree _____, I disagree _____ with this evaluation.

Employee Signature _____ **Date** _____

Employee Comments Optional



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TEACHER SELF EVALUATION FORM

Instructions: Evaluate your own performance on this form. To the left of each characteristic listed below, write a **W** *if you are working on it*, **M** *if you do it most of the time*, or an **A** *if you do it always*.

Relationships

- ___ 1. I share my positive feelings by arriving with a good attitude.
- ___ 2. I greet children, parents, and staff in a friendly and pleasant manner.
- ___ 3. I accept suggestions and criticism from my co-workers gracefully.
- ___ 4. I can handle tense situations and retain my composure.
- ___ 5. I make an effort to be sensitive to the needs of the children and their parents.
- ___ 6. I am willing to share my ideas and plans so that I can contribute to the total program.

Goals

- ___ 1. I have a classroom that is organized for a quality Child development program.
- ___ 2. I constantly review the developmental stage of Each child so that my expectations are reasonable.
- ___ 3. I set classroom and individual goals and then evaluate regularly.
- ___ 4. I have fostered independence in my children.
- ___ 5. I participate in in-service training opportunities so that I can improve and enlarge my knowledge.

Classroom Skills

- ___ 1. I arrive on time, ready for the first child.
- ___ 2. I face each day as a new experience.
- ___ 3. I plan a balanced program for the children in all skill areas.
- ___ 4. I am organized and have a plan for the day.
- ___ 5. I help each child recognize the role of being part of a group.
- ___ 6. I help children develop friendships.
- ___ 7. I maintain a child oriented classroom.
- ___ 8. The bulletin boards enhance the room.
- ___ 9. Visitors to our classroom are welcome.

Professionalism

- ___ 1. I have been conscientious in my attendance and in my use of sick leave.
- ___ 2. I understand the school philosophy and can share it with parents and community.
- ___ 3. I have been loyal to the school and the director.
- ___ 4. I do not gossip about staff or the families.
- ___ 5. I maintain professional attitudes on the job, in my demeanor, and in my personal relationships.
- ___ 6. I assume my share of joint responsibilities.
- ___ 7. I participate in pertinent school activities outside my regular hours.

Personal Qualities

- ___ 1. I have a basic emotional stability.
- ___ 2. My general health is good and does not interfere with my responsibilities.
- ___ 3. My personal appearance is suitable for my job.

My Teaching Team

- ___ 1. Has no conflicts which detract from work with children.
- ___ 2. Has a well balanced array of teaching and caring skills.
- ___ 3. Shares leadership and initiative equally.
- ___ 4. On a scale of 0 to 5 (with 0 being the least effective and 5 most effective), I would evaluate the effectiveness of my teaching team as noted.

Comments: _____

Signed: _____ **Date:** _____