



# Nikki's Christian Daycare & Learning Center, Inc.

1337 Horner Road • Woodbridge, Virginia 22193

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## CONFIDENTIAL EMPLOYEE EVALUATION

### PERFORMANCE REVIEW

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

**(PAGE 2) PERFORMANCE REVIEW**

|   | Poor  | Fair  | Good  | Excellent | Comments |
|---|-------|-------|-------|-----------|----------|
| <b>6. Self-development:</b>                 |       |       |       |           |          |
| 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                 | _____ | _____ | _____ | _____     | _____    |
| <b>7. Attendance</b>                        | _____ | _____ | _____ | _____     | _____    |
| <b>8. Punctuality</b>                       | _____ | _____ | _____ | _____     | _____    |
| <b>9. Appearance:</b>                       |       |       |       |           |          |
| 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:** \_\_\_\_\_