Sample Child Care Performance Evaluation

Name: _____
Position: _____
Date of Hire: _____

KEY:
F = Frequently
O = Occasionally
R = Rarely

General Work Habits	F	O	R
Arrives on time			
Reliable in attendance			
Responsible in job duties			
Alert in health and safety matters			
Flexible with assignments and schedule			
Maintains a positive attitude			
Gives ample notice for absence			
Remains calm in tense situations			
Interaction with Children	**F**	**O**	**R**
Friendly, warm and affectionate			
Eye to eye interaction			
Uses modulated, appropriate voice			
Shows respect for individuals			
Is aware of developmental levels			
Encourages independence and self-help			
Avoids stereotyping and labeling			
Reinforces positive behavior			
Uses positive discipline techniques			
Regularly records observations of children			
Classroom Management	**F**	**O**	**R**
Creates an inviting learning environment			
Maintains a safe environment			
Provides age appropriate activities			
Develops goals from observations			
Facilitates growth in all areas of development			
Serves as an appropriate role model			
Anticipates problems and redirects behavior			
Is flexible, responsive to children's needs			
Is prepared for the day's activities			
Handles transitions well			

Working With Parents	F	O	R
Available to and approachable by parents			
Listens and responds well to parents			
Is tactful with sensitive information			
Shows respect for those from diverse backgrounds			
Maintains confidentiality			
Seeks a partnership with parents			
Regularly shares information about the child's progress			
Involves parents in center activities and events			
Working With Co-workers	**F**	**O**	**R**
Is friendly and respectful			
Strives to complete a fair share of work			
Shares ideas and materials			
Communicates directly, avoids gossip			
Approaches criticism with learning attitude			
Looks for ways to be helpful			
Solves conflict independently			
Professionalism and Growth	**F**	**O**	**R**
Takes job seriously			
Seeks skill improvement			
Participates in workshops, classes			
Sets goals for personal growth			
Behaves in an ethical manner			

Evaluation Category	Examples of Behavior:
General Work Habits	
Working With Children	
Classroom Management	
Working With Parents	
Working With Co-workers	
Professionalism and Growth	

Additional Comments:

Goals and Plans for Improvement:

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____