

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: _____