**Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Years of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Evaluate your performance in terms of the following statements:** | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| My accomplishments and successes in the classroom help the early learning program improve in overall quality. |  |  |  |  |  |
| I make several attempts to recruit prospective staff members and families. |  |  |  |  |  |
| I consistently arrive to work on time. |  |  |  |  |  |
| I am flexible to come earlier or stay later than my scheduled shift. |  |  |  |  |  |
| I do not receive formal written notices regarding tardiness, time off requests, or supervision violations. |  |  |  |  |  |
| I exceed the required annual training requirements (refer to training plan). |  |  |  |  |  |
| I have one of the following credentials: current CDA credential or ECE degree; actively working towards a CDA credential or ECE degree; or 10 years of paid experience at a nationally accredited program. |  |  |  |  |  |

1. Over the past evaluation period, what were some significant accomplishments you’ve made?
2. Share details about a time you worked well, shared ideas, and compromised for the students’ benefit with another staff member.
3. What would you say are your areas of growth? Explain.
4. What are your goals or learning objectives for the next evaluation period?
5. What kind of support or guidance can your direct supervisor provide to help improve in those areas of growth and achieve your goals?

**Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Administrator Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Administrator Signature:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**