

Personnel Evaluations Overview

WHO?

- 2, 3, 4 & 5 Star center directors or supervising personnel evaluate personnel in writing using the Oklahoma Core Competencies at least annually. They assist personnel in writing their educational professional development plans.
- 3, 4, & 5 Star family child care home owners or primary caregivers evaluate assistant caregivers annually, including developing their educational professional development plans.

WHY?

No matter the size of your business (Gerson, 2003) your program and staff can benefit from regular personnel evaluations. Well-made evaluations clearly show expectations, record performance, recognize achievements, and reward outstanding performance. They develop and motivate staff and help you meet program goals (Conducting performance, n.d.).

WHAT?

Once you write job descriptions for each position, determine the most vital skills and behaviors, and include them in the staff evaluations (Johnson, 1996). The best evaluations are specific, measurable, achievable, results-focused, and time-bound (Conducting performance, n.d.).

Quality staff evaluations reflect your program's philosophies about children and families and the teaching practices that support them. They include the skills and behaviors that support your program's values as well as ones that conflict with them.

Include skills and behaviors that are most important and limit them to a reasonable number. Use behaviors that you can easily observe. Make notes and collect documentation throughout the year to support staff evaluation findings (Albrecht, 2003).

References

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- Johnson, K.E. (1996). Positive performance appraisals. Retrieved June 29, 2007, from http://www.nccc.org/Business/sac45_positive.performance.html.