

## Sample Personnel Evaluation

Evaluation Date \_\_\_\_\_

Employee Name \_\_\_\_\_ Hire Date \_\_\_\_\_

Job Title \_\_\_\_\_ Review Period \_\_\_\_\_

**Rating Scale:**

Exceeds Standards (4 points): *Clearly and consistently exceeds job requirements and expectations and supports program's mission.*

Meets Standards (3 points): *Meets job requirements and expectations.*

Needs Improvement (2 points): *Performance is inconsistent, sometimes meets requirements and expectations and does not meet at other times.*

Does Not Meet Standards (1 point): *Performance regularly fails to meet job requirements and expectations.*

<b>Job Tasks</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1. Ensures confidentiality between the program and the children's families.				
2. Respects each family's role as their child's primary caregiver and educator.				
3. Supports children in their efforts toward becoming independent by maintaining consistent routines and encouraging children to complete common age-appropriate tasks.				
4. Actively participates in learning activities by observing, listening, questioning, talking, etc., while being sure to include every child.				
5. Engages in conversation with children and introduces new words to enrich and expand vocabulary on a daily basis.				
6. Treats children as individuals with their own strengths, needs, and cultural values.				
7. Models and encourages respect for self and others.				
8. Sympathetically comforts crying or distressed children in an age-appropriate manner such as cuddling, rocking, or speaking in a soothing voice.				
9. Obtains annual professional development as identified in their educational professional development plan (EPDP) and that is relevant to the ages of children in their care.				
10. Maintains a current Oklahoma Professional Development Ladder (PDL) and tracks their professional development and educational goals using the Oklahoma Professional Development Registry (OPDR).				

