



Child Care Staff Evaluation Form

<http://www.childcarelounge.com/director-articles/staff-evaluation.php>



F = Frequently **O = Occasionally** **N = Almost Never or Never**
>75%=F and 0%=N (Very Satisfactory Evaluation) **>50%=F and <0%=N (Satisfactory Evaluation)**

General Work Habits	F	O	N
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	N
Friendly, warm and affectionate			
Eye to eye interaction			
Uses a calm, appropriate voice			
Shows respect for individuals			
Is aware of developmental levels			
Encourages independence and self-help			
Avoids stereotyping and labeling			
Reinforces positive behavior			
Uses center approved, positive discipline techniques			
Regularly records observations of children			
Classroom Management	F	O	N
Creates an inviting learning environment			
Maintains a clean and orderly 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 and responsive to children's needs			
Is prepared for the day's activities			
Handles transitions well			
Working With Parents	F	O	N
Available and approachable with parents			
Listens and responds well to parents			
Is tactful with negative 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	N
Is friendly and respectful			
Strives to assume a fair share of work			
Shares ideas and materials			
Communicates directly and avoids gossip			
Approaches criticism with learning attitude			
Looks for ways to be helpful			
Solves conflict independently			
Professionalism and Growth	F	O	N
Is friendly and respectful			
Strives to assume a fair share of work			
Shares ideas and materials			
Communicates directly and avoids gossip			

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

>75%=F and 0%=N (Very Satisfactory Evaluation)	>50%=F and <0%=N (Satisfactory Evaluation)
Evaluation Category	Very Satisfactory (VS), Satisfactory (S), OR None (N)
General Work Habits	
Working With Children	
Classroom Management	
Working With Parents	
Working With Co-workers	
Professionalism and Growth	

Additional Comments:

1. _____
2. _____
3. _____

Goals and Plans for Improvement:

1. _____
2. _____
3. _____

Name of Evaluator: _____

Position of Evaluator: _____

Date of Evaluation: _____

Email Address: _____