

River Valley Child Development Services
 Employee Performance Evaluation
 Child Care Resource and Referral

PROGRAM:

REVIEW TYPE:

Employee Name:	Date of Hire:
Job Title:	Job Site:
Review Period:	Date of Evaluation:
1=Inadequate 2=Minimal 3=Good 4=Excellent NA=Not applicable to position at this time	

ADHERENCE TO POLICIES:	SCORE	SUPERVISOR COMMENTS/OBSERVATIONS
Conforms and adheres to RVCDS and program policies		
Presents a professional image of the agency to the public		

COMMUNICATION/INTERPERSONAL SKILLS:	SCORE	SUPERVISOR COMMENTS/OBSERVATIONS
Deals with conflict professionally		
Effectively explains program policies and procedures to customers		
Effectively communicates with clients, providers, and coworkers		

COOPERATION:	SCORE	SUPERVISOR COMMENTS/OBSERVATIONS
Encourages and fosters cooperation between coworkers		
Promotes a positive and productive work atmosphere		
Accepts constructive criticism		
Is a team player and supports project goals		

DECISION MAKING SKILLS:	SCORE	SUPERVISOR COMMENTS/OBSERVATIONS
Prioritizes appropriately		
Seeks advice of supervisor or mentor when faced with a challenge		
Researches answers rather than guessing		
Consistently uses good judgment		
Exhibits ability to secure and evaluate facts before taking action		

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INITIATIVE:	SCORE	SUPERVISOR COMMENTS/OBSERVATIONS
Organizes and uses time appropriately		
Works steadily; refrains from wasting time		
Willingly accepts a variety of responsibilities and is accountable		
Asks for help when needed		

INNOVATION:	SCORE	SUPERVISOR COMMENTS/OBSERVATIONS
Offers ideas for change as part of program improvement		
Adapts to new situations in a positive manner		
Is resourceful; looks for things to learn and do		

JOB KNOWLEDGE:	SCORE	SUPERVISOR COMMENTS/OBSERVATIONS
Work product is thorough, accurate, and complete		
Applies knowledge of policies and procedures on work product		
Maintains up-to-date knowledge in job related areas		

RELIABILITY:	SCORE	SUPERVISOR COMMENTS/OBSERVATIONS
Reports to work on time and maintains scheduled office hours		
Displays dependability and trustworthiness in daily duties and functions of their position		

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ACCOMPLISHMENTS OR IMPROVED SKILLS:

EMPLOYEE COMMENTS:

Employee Signature

Date

Supervisor Signature

Date