



River Valley Child Development Services
Employee Performance Evaluation
School Age Connections

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| Employee Name: | Date of Hire: |
| Job Title: | Job Site: |
| Review Period: | Date of Evaluation: |
| Scoring: 1 Inadequate 2 Minimal 3 Good 4 Excellent NA Not applicable to position at this time | Review Type: ___ 30 days ___ 90 days ___ 6 months ___ Annual |

Rating Factors

| ADHERENCE TO POLICIES: | Scoring (circle appropriate indicator) | Supervisor Comments/Observations |
|---|---|---|
| Conforms and adheres to River Valley and program policies | 1 2 3 4 NA | |
| Personal Appearance – looks neat and well groomed | 1 2 3 4 NA | |
| Punctuality – arrives on time | 1 2 3 4 NA | |
| Attendance - attends regularly | 1 2 3 4 NA | |

| COMMUNICATION/INTERPERSONAL SKILLS: | Scoring (circle appropriate indicator) | Supervisor Comments/Observations |
|--|---|---|
| Deals with conflict professionally when working with customers and coworkers | 1 2 3 4 NA | |

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|---|---|---|---|---|----|--|
| Uses good interpersonal skills with customers and coworkers | 1 | 2 | 3 | 4 | NA | |
| Uses effective written skills | 1 | 2 | 3 | 4 | NA | |
| Uses effective verbal skills | 1 | 2 | 3 | 4 | NA | |
| Uses appropriate time and place when socializing with coworkers | 1 | 2 | 3 | 4 | NA | |

| COOPERATION: | Scoring (circle appropriate indicator) | | | | | Supervisor Comments/Observations |
|--|---|---|---|---|----|---|
| Works well with others; encourages and fosters cooperation between coworkers | 1 | 2 | 3 | 4 | NA | |
| Courtesy – polite and respectful | 1 | 2 | 3 | 4 | NA | |
| Attitude toward constructive criticism is good | 1 | 2 | 3 | 4 | NA | |
| Adaptability – learns quickly; exhibits willingness to change | 1 | 2 | 3 | 4 | NA | |
| Promotes a positive and productive work atmosphere | 1 | 2 | 3 | 4 | NA | |
| Is a team player and supports project goals | 1 | 2 | 3 | 4 | NA | |
| Treats everyone with respect | 1 | 2 | 3 | 4 | NA | |

| DECISION MAKING SKILLS: | Scoring (circle appropriate indicator) | | | | | Supervisor Comments/Observations |
|---|---|---|---|---|----|---|
| Prioritizes appropriately | 1 | 2 | 3 | 4 | NA | |
| Seeks advice of supervisor or others who mentor when faced with a new task or challenge | 1 | 2 | 3 | 4 | NA | |
| Researches answers rather than guessing | 1 | 2 | 3 | 4 | NA | |

| INITIATIVE: | Scoring (circle appropriate indicator) | Supervisor Comments/Observations |
|--|---|---|
| Seeks new opportunities to learn and assist customers | 1 2 3 4 NA | |
| Accepts new assignments | 1 2 3 4 NA | |
| Able to follow directions without being prompted or reminded | 1 2 3 4 NA | |

| INNOVATION: | Scoring (circle appropriate indicator) | Supervisor Comments/Observations |
|--|---|---|
| Offers new ideas for program improvement | 1 2 3 4 NA | |
| Proposes alternative solutions | 1 2 3 4 NA | |

| JOB KNOWLEDGE: | Scoring (circle appropriate indicator) | Supervisor Comments/Observations |
|---|---|---|
| Knows job well and utilizes skills as required | 1 2 3 4 NA | |
| Functions autonomously to carry out own job responsibilities, while keeping supervisor informed | 1 2 3 4 NA | |
| Overcomes obstacles to meet objectives | 1 2 3 4 NA | |

| JUDGEMENT/ DECISION MAKING SKILLS: | Scoring (circle appropriate indicator) | Supervisor Comments/Observations |
|--|---|---|
| Able to discriminate and assess situation for appropriate action | 1 2 3 4 NA | |

| RELIABILITY: | Scoring (circle appropriate indicator) | Supervisor Comments/Observations |
|--|---|---|
| Displays dependability and trustworthiness in daily duties and functions of the position | 1 2 3 4 NA | |

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|---|---|---|---|---|----|--|
| Reports to work on time and maintains scheduled hours | 1 | 2 | 3 | 4 | NA | |
| Reports to work regularly | 1 | 2 | 3 | 4 | NA | |

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| New Accomplishments or Improved Skills: |
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| Employee Comments: |
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Employee Signature

Date

Supervisor Signature

Date