



River Valley Child Development Services
Employee Performance Evaluation
WV Birth to Three Regional Administrative Unit
 Parent Partner

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 If improvements are needed, what strategy are you going to implement for each area?
Adheres to all RVCDS policies and procedures	1 2 3 4 NA	
Register and maintain STARS credentials	1 2 3 4 NA	

COMMUNICATION/INTERPERSONAL SKILLS:	Scoring (circle appropriate indicator)	Supervisor Comments/Observations If improvements are needed, what strategy are you going to implement for each area?
Shares program news and family involvement activities	1 2 3 4 NA	
Brings parent perspective to RAU and presents parent perspective on interagency councils	1 2 3 4 NA	

Establishes and maintains process for providing and receiving information from families	1	2	3	4	NA	
Coordinates maintenance of central directory	1	2	3	4	NA	
Conducts parent surveys	1	2	3	4	NA	
Prepares quarterly newsletter	1	2	3	4	NA	

COOPERATION:	Scoring (circle appropriate indicator)					Supervisor Comments/Observations If improvements are needed, what strategy are you going to implement for each area?
Works cooperatively with co-workers and families	1	2	3	4	NA	
Willingly tries new ways of doing things	1	2	3	4	NA	

DECISION MAKING SKILLS:	Scoring (circle appropriate indicator)					Supervisor Comments/Observations If improvements are needed, what strategy are you going to implement for each area?
Demonstrates good judgment regarding prioritizing responsibilities	1	2	3	4	NA	
Able to problem solve with co-workers and people in the field	1	2	3	4	NA	

INITIATIVE:	Scoring (circle appropriate indicator)					Supervisor Comments/Observations If improvements are needed, what strategy are you going to implement for each area?
Keep abreast of current research	1	2	3	4	NA	
Identifies area for professional development and seeks information	1	2	3	4	NA	

Identifies ways to streamline processes	1	2	3	4	NA	
---	---	---	---	---	----	--

INNOVATION:	Scoring (circle appropriate indicator)					Supervisor Comments/Observations If improvements are needed, what strategy are you going to implement for each area?
Open and willing to change	1	2	3	4	NA	
Looks for ways to use “what works” to teach others	1	2	3	4	NA	

JOB KNOWLEDGE:	Scoring (circle appropriate indicator)					Supervisor Comments/Observations If improvements are needed, what strategy are you going to implement for each area?
Researches information about parental involvement and information on Part C	1	2	3	4	NA	
Seeks parental involvement and provide a “road map” of opportunities within the system for parental involvement	1	2	3	4	NA	
Provides information to develop workshops and training on a variety of topics	1	2	3	4	NA	

JUDGEMENT/ DECISION MAKING SKILLS:	Scoring (circle appropriate indicator)					Supervisor Comments/Observations If improvements are needed, what strategy are you going to implement for each area?
Have organizational skills to effectively perform job requirements	1	2	3	4	NA	
Forthright and honest with supervisor, coworkers and people in the field	1	2	3	4	NA	

RELIABILITY:	Scoring (circle appropriate indicator)					Supervisor Comments/Observations If improvements are needed, what strategy are you going to implement for each area?
Say what I am going to do and do it	1	2	3	4	NA	

