



**River Valley Child Development Services
Human Resources Coordinator Performance Evaluation**

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

<i>EVALUATIONS/POLICIES:</i>	Scoring (circle appropriate indicator)	Supervisor Comments/Observations
Follows and promotes River Valley philosophy and mission	1 2 3 4 NA	
Provides relevant training for managers for issues related to HR	1 2 3 4 NA	
Administers employee benefits, assuring understanding of agency policy related to those benefits	1 2 3 4 NA	
Maintains working knowledge of HR policies, guidelines and requirements	1 2 3 4 NA	

<i>COMMUNICATION/INTERPERSONAL SKILLS:</i>	Scoring (circle appropriate indicator)	Supervisor Comments/Observations
Deals with conflict professionally when working with customers and coworkers	1 2 3 4 NA	
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 computer skills to maintain personnel records and reports	1	2	3	4	NA	

<i>COOPERATION:</i>	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 a positive culture in the agency	1	2	3	4	NA	
Treats everyone with respect	1	2	3	4	NA	

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

<i>INITIATIVE:</i>	Scoring (circle appropriate indicator)					Supervisor Comments/Observations
Seeks new opportunities to learn and assist customers	1	2	3	4	NA	

Assists in preparation of documents for all HR functions	1	2	3	4	NA	
Updates job knowledge through research and educational opportunities	1	2	3	4	NA	

<i>INNOVATION:</i>	Scoring (circle appropriate indicator)					Supervisor Comments/Observations
Offers new ideas for record keeping	1	2	3	4	NA	
Proposes alternative solutions	1	2	3	4	NA	

<i>JOB KNOWLEDGE:</i>	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	
Coordinates hiring process, assuring compliance with all federal, state and local laws in regard to HR	1	2	3	4	NA	

<i>JUDGEMENT/ DECISION MAKING SKILLS:</i>	Scoring (circle appropriate indicator)					Supervisor Comments/Observations
Able to discriminate and assess situation for appropriate action	1	2	3	4	NA	
Helps program managers determine policies and plans for safety	1	2	3	4	NA	

<i>RELIABILITY:</i>	Scoring (circle appropriate indicator)					Supervisor Comments/Observations
Displays dependability and trustworthiness in daily duties and functions of the position	1	2	3	4	NA	
Completes tasks in timely manner	1	2	3	4	NA	

