



River Valley Child Development Services
Employee Performance Evaluation
WVECTCR

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	
Represents a professional image of the agency to the public	1 2 3 4 NA	
Completes leave request forms accurately and in a timely manner; gives prompt notice of absence to supervisor for any reason	1 2 3 4 NA	
Submits accurate timesheets by due date	1 2 3 4 NA	
Follows office policy regarding phone calls and cell phones	1 2 3 4 NA	
Submits accurate monthly statistics and Quarterly Reports by due dates	1 2 3 4 NA	
Adheres to policies regarding internet usage	1 2 3 4 NA	

Reports to all scheduled activities on time	1	2	3	4	NA	
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COMMUNICATION/INTERPERSONAL SKILLS:	Scoring (circle appropriate indicator)					Supervisor Comments/Observations
Speaking is clear, concise, organized and credible	1	2	3	4	NA	
Writing is clear, concise, readable and organized	1	2	3	4	NA	
Consistently keeps staff and supervisor informed of activities, progress and problems in a timely manner	1	2	3	4	NA	
Addresses and resolves conflicts and problem situations	1	2	3	4	NA	
Responds to internal/external customers within 24 hours	1	2	3	4	NA	

COOPERATION:	Scoring (circle appropriate indicator)					Supervisor Comments/Observations
Encourages and fosters cooperation between coworkers	1	2	3	4	NA	
Promotes a positive and productive work atmosphere	1	2	3	4	NA	
Accepts constructive criticism	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
Organizes and uses time appropriately to meet deadlines, schedules and commitments	1	2	3	4	NA	
Willingly accepts a variety of responsibilities and is accountable for them	1	2	3	4	NA	
Work is presented professionally	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 ideas for change as part of program improvement	1	2	3	4	NA	
Demonstrates flexibility in a positive manner	1	2	3	4	NA	
Is resourceful; looks for things to learn and do	1	2	3	4	NA	

JOB KNOWLEDGE:	Scoring (circle appropriate indicator)					Supervisor Comments/Observations
Understands job duties and responsibilities	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	
Establishes effective procedures and processes	1	2	3	4	NA	

