



River Valley Child Development Services Provisional Employee Performance Evaluation

Name:	Title:	Hire Date:
Program:	Review Date:	Review Type: 30 day 60 day

	IP	SP	EP	Comments
COOPERATION: Responds well to coaching, displays a positive attitude, adapts and adjusts in a positive manner, is a team player, contributes to a productive work atmosphere				
ADHERENCE TO POLICIES: Follows program policies, RVCDS policies, NAEYC Code of Ethics				
RELIABILITY: Reports to work on time, completes tasks as assigned and uses time wisely				
COMMUNICATION/INTERPERSONAL SKILLS: Uses effective written and verbal skills, keeps management informed of all relevant matters				
INITIATIVE: Asks appropriate or relevant questions, resourceful, seeks additional learning opportunities, takes appropriate action steps without prompting, shows confidence				
JOB KNOWLEDGE: Demonstrates eagerness to learn, shows potential to retain knowledge, puts new information to use				
CRITICAL THINKING: Demonstrates appropriate decision making skills				

Employee Signature: _____

Supervisor/Director Signature: _____

IP - Insufficient Progress SP - Sufficient Progress EP - Exemplary Progress