



**River Valley Child Development Services**  
**Employee Performance Evaluation**  
**Administration Support Staff**

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

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

<b><i>COMMUNICATION/INTERPERSONAL SKILLS:</i></b>	<b>Scoring (circle appropriate indicator)</b>	<b>Supervisor Comments/Observations</b>
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 appropriate time and place when socializing with coworkers	1	2	3	4	NA	

<b><i>COOPERATION:</i></b>	<b>Scoring (circle appropriate indicator)</b>					<b>Supervisor Comments/Observations</b>
Works well with others; follows the “FISH” Philosophy	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	

<b><i>DECISION MAKING SKILLS:</i></b>	<b>Scoring (circle appropriate indicator)</b>					<b>Supervisor Comments/Observations</b>
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	

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

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

<b><i>JOB KNOWLEDGE:</i></b>	<b>Scoring (circle appropriate indicator)</b>	<b>Supervisor Comments/Observations</b>
Knows job well and utilizes skills as required	1    2    3    4    NA	
Performs work of good quality with few errors	1    2    3    4    NA	
Output of work is above average and prompt	1    2    3    4    NA	
Concentrates well	1    2    3    4    NA	

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

<b><i>RELIABILITY:</i></b>	<b>Scoring (circle appropriate indicator)</b>	<b>Supervisor Comments/Observations</b>
Dependable and trustworthy	1    2    3    4    NA	

<b>New Accomplishments or Improved Skills:</b>

<b>Employee Comments:</b>

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

