



Employee Evaluation

I. PURPOSE

The purpose of this policy is to provide a system that will ensure that each employee of Little Angel Preschool is properly evaluated during the duration of his/her employment at Little Angel Preschool. The evaluation used is found in Appendix A.

II. GENERAL STATEMENT OF POLICY

The process for evaluation is as follows:

1. The evaluator completes the evaluation of the employee.
2. A copy of the evaluation is provided to the employee.
3. A meeting is set up between the evaluator and the employee where the evaluation is discussed and the employee is given the opportunity to add any additional comments he/she feels is necessary.
4. The employee and the evaluator will sign the evaluation.
5. The evaluation will be brought to the reviewer for review and signature accepting the evaluation.
6. A copy of the completed evaluation will be provided to the employee, the original evaluation will be placed into the employees' personnel file.

Roles in the evaluation process are as follows:

Employee	Evaluator	Reviewer
Aide	Director	Chairperson
Teacher	Director	Chairperson
Director	Chairperson	School Board

Appendix A



- Probationary
- Annual
- Other: _____

**Little Angel Preschool
Performance Evaluation Form**

Date: _____ Employment Date: _____ Years in this Position: _____

Employee: _____ Evaluator(s): _____

Job Title: _____ Review Period: From _____ to _____

The purpose of this performance review is to identify specific indicators of achievement, to evaluate areas of greatest or least effectiveness, to stimulate improved performance, to develop mutually understood goals, and to provide career development guidance.

The formal performance review occurs after 30 days of employment and at least annually thereafter. Performance reviews are placed in the employees' official personnel file in the Director's Office.

DEFINITIONS OF TERMS:

- Exceptional - Far exceeded the normal expectations for the position. *(This rating must include comments.)*
- Above Standard - Accomplishments were above expected level or essential requirements.
- Meets Standard - Performance was consistently acceptable but did not exceed job requirements.
- Below Standard - Performance met essential requirements of job; however, work required guidance and checking. Improvement should be expected.
- Unsatisfactory - Performance obviously substandard; needed a high degree of supervision and direction. Deficiencies were clearly evident. *(This rating must include comments.)*

<u>INSTRUCTIONS:</u> Listed on this form are a number of traits, abilities, and characteristics that are important in the successful completion of most assignments. Place an "X" mark in the rating column, under the single rating description which most nearly describes the performance of the person being evaluated. Comments should address job content and be used as needed.	E x c e p t i o n a l	A b o v e S t a n	M e t S t a n	B e l o w S t a n	U n s a t i s f a c
<u>ELEMENTS OF PERFORMANCE</u>					
<u>ADAPTABILITY:</u> Ability to learn quickly; ability to adjust to changes in job assignments, methods, personnel or surroundings. <u>Comments:</u>					
<u>ATTENDANCE:</u> Absenteeism; punctuality; remaining on the job. <u>Comments:</u>					
<u>COMMUNICATIONS:</u> Oral and written, effective expression. <u>Comments:</u>					

Appendix A

<p>COOPERATION: Willingness to take supervision, ability to get along with co-workers and others in order to get work accomplished.</p> <p><u>Comments:</u></p>					
<p>CUSTOMER SERVICE: Helpful attitude, positive representative of the school and/or church.</p> <p><u>Comments:</u></p>					
<p>DEPENDABILITY: The degree the employee can be relied upon to get the job done.</p> <p><u>Comments:</u></p>					
<p>HEALTH & SAFETY: Observes health & safety rules and guidelines.</p> <p><u>Comments:</u></p>					
<p>INITIATIVE: Self-starter; finds work to do; self-motivated.</p> <p><u>Comments:</u></p>					
<p>JOB KNOWLEDGE: The degree of familiarity with job procedures and equipment essential to satisfactory job performance.</p> <p><u>Comments:</u></p>					
<p>LEADERSHIP ABILITY: Provides effective leadership, motivates, and trains others.</p> <p><u>Comments:</u></p>					
<p>PLANNING/PRIORITIZING: Demonstrates ability to plan and organize work, manages work priorities, allocates time and utilizes resources effectively, handles multiple assignments.</p> <p><u>Comments:</u></p>					
<p>PROBLEM SOLVING/DECISION MAKING: Identifies problems and underlying causes, gathers data, and makes timely, logical decisions based on available information. Makes decisions within scope of job assignment.</p> <p><u>Comments:</u></p>					
<p>QUALITY OF WORK: Consider accuracy; attention to detail and neatness of work, need to re-do work; orderliness of work place.</p> <p><u>Comments:</u></p>					
<p>QUANTITY OF WORK/PRODUCTIVITY: Amount of work accomplished; makes good use of work time. Completes assignments within specified time.</p> <p><u>Comments:</u></p>					
<p>INTERACTIONS WITH CHILDREN: Verbally & nonverbally communicates reminders of routines to children, uses positive language, redirects, encourages independence allowing children to do for themselves what they are able.</p> <p><u>Comments:</u></p>					

Appendix A

COMMENTS BY EVALUATOR(S):

PROFESSIONAL GROWTH PLAN:

These suggested goals may be related to improving the employee's job performance or may be related to the professional growth of the employee.

COMMENTS BY EMPLOYEE:

Employee Acknowledgement

I reviewed this report and had the opportunity to discuss it with my evaluator(s). My signature does not necessarily mean that I agree with the evaluation. I understand that I may attach comments if I desire.

Signature of Employee

Date

Evaluator(s)

This report is based on my/(our) observation and/or knowledge. It represents my/(our) best judgment of the employee's performance.

Signature of Evaluator(s)

Date

Reviewer's Signature

Signature of Reviewer(s)

Date