

Southern New Hampshire Services, Inc.
Head Start/Early Head Start/Child Development
30 - 60 DAY STAFF EVALUATION

This evaluation is designed to provide feedback after an initial period of orientation.

Supervisors will indicate:

O: Observed NO: Not observed NA: Not applicable NI: Needs Improvement

Staff Name: _____ **Start Date:** _____

Supervisor: _____ **Eval Date:** _____

A. General Assessment/Professionalism – All Staff

	O	NO	NA	NI
Supports program philosophy				
Demonstrates an understanding of job expectations				
Receives and accepts constructive feedback				
Attentive to orientation and training; implements training information				
Shows reliability & trustworthiness through attendance & documentation of hours				
Completes staff requirements re: health, credential and training documentation				
Shows organizational skills conducive to meeting deadlines				
Takes initiative to support program needs as the situation requires				
Demonstrates respect for the center and its property				
Maintains a positive attitude; avoids gossip				
Conducts self in a positive, professional, and non-judgmental manner				
Exhibits self-control in difficult situations				
Promotes a positive self-image with the children and families				
Shows respect for other's ideas and view points				
Exhibits a positive approach to sharing ideas				
Accepts personal differences and treats all with respect				
Personal stress does not interfere with professional responsibilities				
Follows center's health and safety procedures				
Dresses in a professional manner – appropriate for role within program				
Shows interest in continuing professional growth				

Comments: _____

B. Staff/Parent Interactions – All Staff

	O	NO	NA	NI
Supports program philosophy				
Maintains a friendly but professional boundaries				
Supports cultural differences				
Avoids showing favoritism to parents and children				
Uses good judgment in dealing with difficult situations with children and parents				
Offers guidance to parent helpers and volunteers/student teachers				
Promotes parent engagement				

Comments: _____

C. Specific Skills and Abilities: Classroom Teachers & Home Visitors

	O	NO	NA	NI
Maintains a learning environment that supports opportunity for success				
Encourages children’s exploration, investigation, imagination and creativity				
Aware of health and safety needs of the children				
Plans age-appropriate activities for children				
Demonstrates creativity and resourcefulness in planning				
Implements supportive strategies for children				
Shows ability to accurately assess children’s growth and development				

Comments: _____

Recommended areas for growth and development:

Staff Signature

Supervisor’s Signature

Date