

**Supervisor Evaluation Form**

**Employee Name:** \_\_\_\_\_

**Evaluation Period:** \_\_\_\_\_

**Ranking Instructions:** For each of the following areas, give the employee a score of 1-5 to indicate how strong you think the employee's skill is. Use the Comments section to discuss all items which you rank a 3 or lower.

- 5 - Has mastered this area and could teach others.
- 4 - Is strong in this area, but could improve.
- 3 - Is average in this area.
- 2 - Is below average in this area and could learn more about this.
- 1 - Need help with this to be more effective.

**General Work Habits:**

- \_\_\_\_\_ Arrives on time
- \_\_\_\_\_ Reliable in attendance; gives ample notice for absences
- \_\_\_\_\_ Responsible in job duties
- \_\_\_\_\_ Alert in health and safety matters
- \_\_\_\_\_ Follows the center's philosophy
- \_\_\_\_\_ Open to new ideas
- \_\_\_\_\_ Flexible with assignments and schedule
- \_\_\_\_\_ Comes to work with a positive attitude
- \_\_\_\_\_ Looks for ways to improve the program
- \_\_\_\_\_ Remains calm in a tense situation
- \_\_\_\_\_ Completes required written communications on time

**Professional Development, Attitude, and Efforts**

- \_\_\_\_\_ Takes job seriously and seeks to improve skills
- \_\_\_\_\_ Participates in workshops, classes, groups
- \_\_\_\_\_ Shows improvement in areas on which they have received training
- \_\_\_\_\_ Uses new instructional strategies
- \_\_\_\_\_ Reads and discusses informational materials
- \_\_\_\_\_ Is self-reflective with goals for ongoing development

**Attitude and Skills with Children**

- \_\_\_\_\_ Friendly, warm, and affectionate
- \_\_\_\_\_ Bends low for child level interactions
- \_\_\_\_\_ Uses a modulated, appropriate voice
- \_\_\_\_\_ Knows and shows respect for individuals
- \_\_\_\_\_ Is aware of developmental levels/changes
- \_\_\_\_\_ Encourages independence/self-help
- \_\_\_\_\_ Promotes self-esteem in communications
- \_\_\_\_\_ Limits interventions in problem solving
- \_\_\_\_\_ Avoids stereotyping and labeling of children
- \_\_\_\_\_ Reinforces positive behavior

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attitude and Skills with Parents**

- \_\_\_\_\_ Available to parents and approachable
- \_\_\_\_\_ Listens and responds well to parents
- \_\_\_\_\_ Is tactful with negative information
- \_\_\_\_\_ Maintains confidentiality
- \_\_\_\_\_ Seeks a partnership with parents
- \_\_\_\_\_ Regularly communicates with parents

**Attitude and Skills with Leadership**

- \_\_\_\_\_ Demonstrates the ability to direct others in accomplishing work
- \_\_\_\_\_ Demonstrates professional, administrative, supervisory knowledge required to perform the job
- \_\_\_\_\_ Creates a culture supportive of staff, which fosters individual motivation, high levels of individual  
And team performance, and quality of service
- \_\_\_\_\_ Provides opportunities for others to develop skills
- \_\_\_\_\_ Functions effectively under pressure
- \_\_\_\_\_ Represents self and situations honestly
- \_\_\_\_\_ Responds appropriately to criticism and to suggestions for work improvement
- \_\_\_\_\_ Manages assets (equipment, technology, budget)

**Attitude and Skills with Staff**

- \_\_\_\_\_ Brings about an enthusiastic and optimistic attitude in the unit
- \_\_\_\_\_ Recognizes and rewards individual and team successes
- \_\_\_\_\_ Resolves differences and seeks win/win outcomes
- \_\_\_\_\_ Communicates directly and avoids gossip
- \_\_\_\_\_ Provides appropriate guidance to employees who are underperforming
- \_\_\_\_\_ Looks for ways to improve staff morale
- \_\_\_\_\_ Conversations relate to the children and the work at the center and not personal information
- \_\_\_\_\_ Works as a team player, completing job tasks in a timely manner

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*We have discussed and agreed upon this evaluation. Date:* \_\_\_\_\_

\_\_\_\_\_  
*Officer Signature*

\_\_\_\_\_  
*Staff Signature*

*\*Email form to Staff member and CFO (easterncdc@gmail.com). A printed copy is to be placed in the employee's file.*

*\*Evaluation periods are 30 days, 90 days, and 6 months after date of hire. After 6 months, evaluations are to be performed each anniversary date.*