**Looking to make your evaluation process a little easier**? Try using this preschool program staff evaluation form. It can easily be used by childcare programs or preschools to evaluate their staff. Simply copy and paste the form to use it.

## STAFF EVALUATION FORM

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

Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age Level of Classroom (circle): Infants Toddlers Pre-School Age

## HOW TO USE THIS PRESCHOOL FORM RANKING SYSTEM

For each of the areas below, provide a score from 1 through 5, indicating how strong or weak you believe the employee’s skill is. You can use the optional comments section below each field to provide an explanation for your score.

**5** – The employee has mastered this area at a teaching level.

**4** – The employee demonstrates strong skills but could improve in this area.

**3** – The employee is at an average performance level in this area.

**2** – The employee is below average and could learn more in this area.

**1** – The employee needs major improvements to be more effective in this area.

## PROFESSIONAL CONDUCT

\_\_\_ Works on schedule.

\_\_\_ Arrives to work on time.

\_\_\_ Gives prior ample notice for absences.

\_\_\_ Dresses appropriately for someone in the care of young children.

\_\_\_ Maintains good relationships with coworkers.

\_\_\_ Keeps children’s information confidential.

\_\_\_ Completes tasks efficiently, in a timely manner.

\_\_\_ Is a team player always willing to help other staff members.

\_\_\_ Holds conversations pertaining to the children while at work and not
personal information.

\_\_\_ Open to constructive criticism.

## Optional Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## SKILLS WORKING WITH CHILDREN

\_\_\_ Presents a warm and friendly demeanor.

\_\_\_ Shows respect for others.

\_\_\_ Encourages self-help and independence.

\_\_\_ Avoids labeling children.

\_\_\_ Promotes self-esteem when communicating.

\_\_\_ Reinforces positive behavior.

\_\_\_ Good sanitary practices for a classroom environment (hand-washing for both children and self).

\_\_\_ Regularly speaks to children using positive tones and phrases.

\_\_\_ Gets on the floor with kids.

## Optional Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## SKILLS WORKING WITH PARENTS

\_\_\_ Listens to parents and responds well.

\_\_\_ Has good relationshipswith the parents.

\_\_\_ Uses tact when discussing children.

\_\_\_ Partners with parents.

\_\_\_ Communicates with parents regularly in writing and verbally as needed.

\_\_\_ Is approachable and available for parents.

\_\_\_ Greets parents with a smile and by name.

## Optional Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SKILLS WORKING IN A CLASSROOM

\_\_\_ Develops and implements lessons based on thematic units.

\_\_\_ Reads to small groups of children several times per day.

\_\_\_ Uses classroom learning centers appropriately.

\_\_\_ Provides an inviting and creative learning environment.

\_\_\_ Maintains an orderly and clean environment.

\_\_\_ Sets the classroom up before children arrive.

\_\_\_ Rotates learning material in and out regularly.

\_\_\_ Speaks to children with a positive tone using positive phrases.

\_\_\_ Provides activities that are developmentally appropriate.

## Optional Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### PROFESSIONAL DEVELOPMENT

\_\_\_ Shows improvement in areas they already received training.

\_\_\_ Attends all developmental staff meetings.

\_\_\_ Seeks to advance their educational degree or credentials in the field.

\_\_\_ Uses new instructional strategies.

## Optional Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **This staff** **evaluation has been discussed and agreed upon for the current year.**

Signature of Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_