



Name: _____
 School: _____
 Grade: _____
 Date: _____

EMPLOYEE EVALUATION

_____ School Year _____ Summer
 (To be completed yearly on all summer and after-school staff)

E-Excellent G-Good S-Satisfactory NI-Needs Improvement US-Unsatisfactory

	E	G	S	NI	US
I Quality of Work					
1. Works effectively with children.					
2. Encourages children to succeed.					
3. Is aware of individual differences in children.					
4. Administers prescribed curriculum.					
5. Effective discipline and control.					
6. Displays accuracy, reliability, orderliness, and neatness.					
II Quantity of Work					
1. Completes assigned duties in reasonable time.					
2. Adheres to program policies and procedures.					
3. Handles routine procedures.					
III Initiative					
1. Displays leadership qualities.					
2. Is resourceful.					
IV Cooperation					
1. Creates and maintains good rapport with:					
a. students					
b. co-workers					
c. parents					
2. Acceptance of and performance of assigned duties.					
3. Responds well to constructive criticism and suggestions.					
4. Demonstrates willingness to learn.					
5. Care of equipment and materials.					
V Personal Characteristics					
1. Professionalism/Personal appearance					
2. Voice and speech					
3. Punctuality					
4. Attendance					
5. Attitude on job/working relationships					

VI Comments by Site Coordinator:
 *For each rating of "needs to improve" or "unsatisfactory" you must state reasons for such rating.

VII Recommended Training for Improvement _____

VIII Overall Rating: Satisfactory _____ Needs to Improve _____ Unsatisfactory _____

IX I would recommend the rehiring of this employee. _____ Yes _____ No

The signatures below will indicate I have participated in this evaluation and discussed it with my Site Coordinator.

Agree with the comments or _____ Date _____ Site Coordinator Signature _____
 Disagree with the comments _____ Date _____ Evaluated Staff Signature _____