

Evaluate your performance.

In the blank write a **W** if you are working on it, **M** if you do it most of the time, or an **A** if you do it always.

Return the form to Ms. Cheryl ASAP.

- _____ I share positive feelings and arrive with a good attitude.
- _____ I greet children, parents and staff in a friendly and pleasant manner.
- _____ I accept suggestions and criticism gracefully.
- _____ I can handle tense situations while keeping my composure.
- _____ I am sensitive to the needs of the children and their families.
- _____ I share my ideas with my co-workers.
- _____ I have an organized classroom offering quality child development opportunities.
- _____ I review the development of each child and work to help them reach their potential.
- _____ I foster independence in my students.
- _____ I continue to better myself outside of work.
- _____ I participate in activities to improve my abilities and increase my knowledge in child care.
- _____ I arrive on time and am prepared for the day.
- _____ I face each day as a new experience.
- _____ I plan a balanced program that prepares students for their next level in schooling.
- _____ I help children learn social skills and develop friendships.
- _____ I am loving toward the children helping them gain self-esteem and emotional stability.
- _____ I welcome visitors to our classroom.
- _____ I have been conscientious in my attendance, calling off only when it's unavoidable.
- _____ I do not gossip about the staff or student's families.
- _____ I maintain professional attitudes and actions when representing our school.
- _____ I assume my share of responsibility on the job.
- _____ I participate in pertinent school activities outside regular hours.
- _____ I do not allow outside issue to interfere with my responsibilities here.
- _____ I handle conflicts and issues responsibly.

I like working here because:

My future goal is:

Would you like more responsibilities? If so, in what area(s)?

I would like specific feedback in these areas where I excel:

I would like specific feedback in these areas where I have difficulty:

What is your yearly goal(s) for your class?

Suggestions for keeping staff:

Comments:

Employee Signature: _____ Date: _____

Supervisor's signature: _____ Date: _____