

ANNUAL PERFORMANCE SELF-EVALUATION

Score Key:

- 4 – Exceeds Expectations
- 3 – Meets Expectations
- 2 – Developing in Job (meets minimum requirements)
- 1 – Development Required
- N/A - not applicable to job or position

Name: _____

Date: _____

Position: _____

For each category, please reflect on how you feel your performance would rate, keeping in mind our policies, procedures and job descriptions outlined in the Employee Handbook.

Classroom Management	Score
General Classroom Responsibilities	
Programming	
Guidance Strategies	
General Driver Responsibilities	
General Chef Responsibilities	
Comments	



Relationships	Score
Relationships with Children	
Relationships with Parents	
Relationships with Co-workers	
Comments	

Professionalism & Growth	Score
General Work Habits	
Professional Conduct	
Presentation	
Comments	



Discussion Questions

What are the aspects you like best about your job?

What are the aspects you like least about your job?

What would you like to see change?

What would you like to see stay the same?

What are the areas of your performance where you feel the greatest skill/accomplishment?

What are the areas where you feel you need to develop or enhance your skills?

What is your professional development goal over the next year?

Staff Signature: _____ Date: _____

Director Signature: _____ Date: _____

