

# Performance Evaluation - CFSW

(updated 2010)

Circle:      Probationary (new hire/reclass)      Year End Evaluation      Special (Pre-prob/PIP/transfer)

<b>Name:</b>		<b>Prog Year:</b>	
<b>Time In Position</b>	<input type="checkbox"/> 0-1 year	<input type="checkbox"/> 2-5 years	<input type="checkbox"/> 6-10 year <input type="checkbox"/> 11-15 years <input type="checkbox"/> 16+ years
<b>Site</b>		<b>Region</b>	
		<b>Supervisor</b>	

**PERFORMANCE RATINGS:** Use whole numbers only except for last overall rating where you may use decimals, i.e. 3.2 etc.)

0 = Unacceptable – Demonstrates unacceptable skill and/or knowledge associated with the indicator.

1 = Limited – Demonstrates insufficient skills and/or incomplete knowledge associated with the indicator.

2 = Satisfactory – Demonstrates some skills and developing knowledge associated with the indicator.

3 = Strong – Demonstrates very good skills and solid knowledge associated with the indicator.

**\*\*\*\*\* Support any rankings of 0 or 1 with specifics and evidence\*\*\*\*\***

<b>*****Universal Job Expectations*****</b>		
<b>Skill Indicator</b>	<b>Rating</b>	<b>Supporting Evidence/Comments</b>
<b>1. Support of Program and Its Goals</b>		
Is able to articulate the philosophy, mission and goals of Head Start of Lane County to families and community members/partners. Supports program improvement and development.		
<b>2. Quality and Volume of Work</b>		
Is accurate, neat, attentive to detail, follows procedures/policies. Demonstrates consistent work output, honors commitments, is flexible and is willing to put in extra effort.		
<b>3. Dependability</b>		
Demonstrates consistent attendance, punctuality and reliability. Receives approvals and gives appropriate notice for schedule changes, absences, leaves, additional hours/overtime etc		

<b>4. Organizational Abilities</b>		
Organizes time and priorities effectively, meets deadlines, uses time efficiently and coordinates with others, including consulting with supervisor when workloads/priorities need adjustments.		
<b>5. Motivation/Self Monitoring/Judgment</b>		
Is committed to job, energetic, demonstrates positive attitude and enthusiasm. Controls emotions and is able to remain calm and effective in stressful situations. Adapts to change in an effective manner, is willing to try new things. Is able to effectively resolve conflicts with staff, families and others. Uses good judgment, makes sound decisions and takes appropriate action.		
<b>6. Internal/External Relationships</b>		
Maintains good relationships with team, supervisor, other staff and families. Works effectively and harmoniously in a team environment. Is willing to help others.		
<b>7. Communication</b>		
Communications, both verbal and written are clear, and use good grammar and spelling. Ensures that all communication is respectful, tactful, purposeful and non-judgmental. Accepts and gives feedback in a positive and productive manner. Demonstrates effective listening skills, being respectful of others opinions, positions and beliefs. Demonstrates appropriate and efficient computer/technology skills and use.		
<b>8. Cultural Competency</b>		
Employs a culturally competent and flexible approach with staff and families from various cultural backgrounds (race, country of origin, religious beliefs, economic status, family structure etc.), by being sensitive to, acknowledging, accepting and accommodating differences.		
<b>9. Professionalism</b>		
Ensures family and staff confidentiality by limiting conversations about them. Maintains safety of confidential information by not leaving papers, files, electronic data accessible to others. Maintains professional boundaries in relationships with staff and families by distinguishing between others needs and one's own, guarding against abuse of power/position, sexual misconduct, and use of inappropriate language.		
<b>10. Hygiene and Safety</b>		
Wears clothing, accessories and footwear that is appropriate to position and tasks. Assures appropriate personal hygiene, (no offensive body/breath odors, perfumes etc.). Uses safe work practices, anticipates unsafe conditions and takes appropriate action to report unsafe conditions.		

**\* List each category from job description begin with number 11. Rate each category (whole number only)**

Skill Indicator	Rating	Supporting Evidence/Comments
<b>11. Essential Job Responsibilities - Performance Indicators</b>		
<ul style="list-style-type: none"> <li>• Food preparation, including attention to special diets and determining portion sizes.</li> <li>• Food service, including table setting, delivery of food to tables, dish washing.</li> <li>• Clean up of classroom serving area and kitchen.</li> <li>• Storage, inventory, and ordering of food and food service equipment.</li> <li>• Clean up of bathrooms and hand washing areas as requested.</li> <li>• Other duties, as requested to include covering for classroom breaks.</li> </ul>		
<b>12. Communications</b>		
<ul style="list-style-type: none"> <li>• Work cooperatively with Head Start classroom staff, families, and food service staff.</li> <li>• Frequent interaction with Food Service Manager (training, site visits).</li> </ul>		

<b>Overall Rating, (add up shaded ratings only and divide by total number of shaded ratings, average may contain decimal (rounded to the nearest hundredth, ex. 2.75)</b>		<b>**This average will be posted to staff database.</b>
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<b>Review Profile to see if certifications are still required.</b>			
Required certifications for position have been provided/renewed at this time.	Yes	No	<b>If "No" staff person will be required to contact HR to make arrangements to comply. In certain instances there may be a consequence for non-compliance.</b>

**Overall Summary of Evaluation: (if a probationary review give recommendations for continued employment.**

**Employee Feedback & Comments:**

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

- Attach professional growth plan
- Copy to employee
- Copy to supervisor working file
- Original to HR
- Do not return training rosters
- Review employee profile for renewal dates for various certifications.