

CENTER BASE CHILD AND FAMILY ADVOCATE

Employee _____

Supervisor _____

Date _____ to _____

Unacceptable

Marginal Performance

Competent Performance

Commendable Performance

Distinguished

COMMENTS

SKILLS

A. Skills & knowledge necessary for job

B. Interest in and time spent on improving skills and knowledge

QUALITY OF PERFORMANCE

A. Quality of work done

1. Record keeping

2. Leadership

3. Supervision of Assistant/volunteers

4. Program Development

5. Teaching Responsibilities

6. Relationships with Parents

7. Confidentiality

8. Implementation of Program Regulations

B. Reliability

1. Attendance

2. Punctuality

3. Meeting deadlines

C. Work Relationships

1. With other staff members

2. With supervisor

3. With parents

4. Outside of agency

COMMENTS: (Regarding overall performance, changes in responsibilities or performance since last evaluation, employee career development interests, and improvements needed for advancement).

Employee

Supervisor

Date

Employee signature indicates acknowledgment of this review, not agreement.

EMPLOYEE COMMENTS (regarding evaluation)

