



Site Supervisor Performance Evaluation

Name: _____ Position: _____

A performance evaluation is intended to provide the individual and supervisor an opportunity to discuss and evaluate work place performance on a regular basis. This form should be completed individually by each person and then discussed. Comments and examples by both parties are encouraged and help to explain ratings. Please use the following rating scale and give examples for each area:

| Self-Rating Scale | |
|----------------------------|--|
| <input type="checkbox"/> 1 | I do not understand or demonstrate this skill. |
| <input type="checkbox"/> 2 | I struggle to understand or demonstrate this skill. |
| <input type="checkbox"/> 3 | I understand this skill but struggle to demonstrate it. |
| <input type="checkbox"/> 4 | I usually demonstrate this skill but inconsistently. |
| <input type="checkbox"/> 5 | I always demonstrate this skill; it is a regular practice. |

| Supervisor Rating Scale | |
|----------------------------|--|
| <input type="checkbox"/> 1 | Staff does not demonstrate this skill. |
| <input type="checkbox"/> 2 | Staff rarely demonstrates this skill. |
| <input type="checkbox"/> 3 | Staff struggles to demonstrate this skill. |
| <input type="checkbox"/> 4 | Staff usually demonstrates this skill. |
| <input type="checkbox"/> 5 | Staff always demonstrates this skill. |

Youth Development, Assessment and Engagement

Youth Development & Growth: Recognizes all children learn and develop in different ways. Promotes growth and development of the whole person using a variety of strategies and methods.

Self Rating _____ Supervisor Rating _____

Child Assessment and Implementation: Identifies children as individuals and acknowledges they develop at their own pace. Implements individualized strategies for specific children where applicable.

Self Rating _____ Supervisor Rating _____

Child Engagement: Supports active participation of all children in the program. Fosters critical thinking, decision-making, problem-solving, and goal-setting skills.

Self Rating _____ Supervisor Rating _____

Self Comments/Examples:

Supervisor Comments/Examples:

Child, Family, School and Community Relationships

Interactions with Children and Youth: Communicates effectively and appropriately with children of all ages. Recognizes and values cultural and personal differences in children.

Self Rating _____

Supervisor Rating _____

Relationships with Families: Develops and maintains open, friendly, cooperative, and respectful relationships with families. Respects the goals and choices families make for their children. Engages families in discussions regarding their family's development.

Self Rating _____

Supervisor Rating _____

Partnerships with Schools and Community: Contributes to positive relationships between the school and after school program. Builds reciprocal relationships within school communities using appropriate services and resources.

Self Rating _____

Supervisor Rating _____

Self Comments/Examples:

Supervisor Comments/Examples:

Program Planning and Environment

Learning Environments: Provides a safe and healthy environment for children in their care. Actively seeks to maintain and improve a wide variety of different learning environments available to children on a daily basis.

Self Rating _____

Supervisor Rating _____

Program Planning & Evaluation: Implements thought-out activities based on approved curriculum or for the overall benefit of the children in program.

Self Rating _____

Supervisor Rating _____

Personnel Management: Delegates appropriately to other staff. Provides support and helps others accomplish their goals. Provides appropriate feedback. Provides safe, collaborative environments.

Self Rating _____

Supervisor Rating _____

Self Comments/Examples:

Supervisor Comments/Examples:

Professionalism & Leadership

Problem-Solving: Pro-actively identifies problems, devises solutions to address them, monitors success of solutions, and applies contingency plans as needed.

Self Rating _____ Supervisor Rating _____

Responsible/Knowledgeable: Accepts responsibility and accountability for job duties and is dependable and trustworthy. Takes the lead on projects related to the position. Assumes diverse levels of understanding and contributes to collective knowledge base.

Self Rating _____ Supervisor Rating _____

Risk Management: Assesses sound judgment to appropriately assess risk. Knows and follows company policies and procedures. Promotes safety awareness.

Self Rating _____ Supervisor Rating _____

Reliability: Shows up on time and is prepared for work and meetings. Follows through with commitments to coworkers and customers in a timely fashion. Asks questions and accepts direction from appropriate resources.

Self Rating _____ Supervisor Rating _____

Self Comments/Examples:


Supervisor Comments/Examples:


Overall Performance

1. What do you consider to be your most important achievements during this review period?
2. What are one or two valuable work-related lessons you learned during this review period?
3. List two or three goals you wish to accomplish during the next review period and identify how accomplishing these objectives can help you improve.
4. Are there ways we could use your talents more effectively?
5. What action(s) could be taken by you, your supervisor, or your coworkers to help you reach your goals and improve performance?
6. Are there any additional comments you wish to provide?

Next scheduled discussion: _____

I have reviewed and discussed this performance evaluation.

 Staff signature: _____ Date: _____

 Supervisor signature: _____ Date: _____