**Employee Name:** Enter Employee’s Full Name

**Job Title:** Enter Employee’s Job Title

**Date of Performance Review:** Enter Date of Performance Review Completion

**Definitions**

**Outstanding:** Performance is distinguished and far exceeds requirements of the job.

**Exceeds Expectations:** Performance is exceptional and usually exceeds job requirements.

**Meets Expectations:** Meets all job requirements.

**Needs Improvement:** Performance is below the standards and requirements of the job.

**Not Effective:** Performance is well below requirements of the job and is unacceptable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Outstanding** | **Exceeds Expectations** | **Meets Expectations** | **Needs Improvement** | **Not Effective** |
| Maintains safe and stimulating environment for children |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Creates and conducts activities to keep children engaged, including coloring, singing, reading books, dancing, painting |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Consoles children who are upset or experiencing separation anxiety while parents are in class |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Determines when it is necessary to notify parent if child cannot be consoled |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Follows health and safety guidelines set forth by Northwest Community Hospital |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Cleans and sanitizes child care facilities |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Alerts parent if child is ill |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |