



PERFORMANCE EVALUATION & PROFESSIONAL DEVELOPMENT PLAN

This performance and goal appraisal tool is designed by Kids Central, Inc., to highlight Head Start regulations and guidelines as well as identify key performance indicators for professional growth and development. Kids Central’s goal in this process is:

1. to foster professional maturity in each employee by identifying specialized strengths and weaknesses;
2. to plan for succession for key positions;
3. to enhance the lives of our clients, the children, by setting professional growth goals for our employees;
4. to evaluate employee performance against our core values; and
5. to provide an opportunity for in-depth communication between an employee and his or her supervisor.

Utilization of the following measurement tools allows Kids Central, Inc., to develop a map for success for each employee. Understanding each performance measurement’s role is vital to the success of each individual, center, department and ultimately the organization as a whole.

- **Unsuccessful/Unacceptable Performance:** Performance fails to meet minimum expectations for this role, and immediate and sustained improvement is mandatory.
- **Partially Successful Performance/Needs Improvement:** Performance does not consistently meet or occasionally falls below what is required of the position; improvement in specific areas is required.
- **Fully Successful/Effective Performance:** Performance consistently meets the critical requirements of the position. The employee continually performs at a consistent and expected level.
- **Superior/Highly Effective Performance:** Performance is continually and consistently superior and regularly goes beyond what is expected. Performance consistently exceeds expectations.
- **Too New to Rate:** Newly hired into position. Completing 30/90/180 day probationary evaluation process.
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Employee Name: _____

Supervisor’s Name: _____

Objectives & Development Planning Period:

From _____ through _____

Competencies Rating System



The **competencies** that directly follow for employees of Kids Central, Inc., represent staff requirements of Head Start and the Virginia State Board of Social Services. Please utilize the number system below.

- 0 — Unsuccessful/Unacceptable Performance
- 1 — Partially Successful Performance/Needs Improvement
- 2 — Fully Successful/Effective Performance
- 3 — Superior/Highly Effective Performance

Licensing Standards Overall Rating

Rating	Competencies:
	Maintained personal responsibility for continuing education and development
	Maintained required certifications (e.g. medical exams, TB screenings, CDL, CDA, First Aid/CPR, MAT etc..)
	Accepted training and supervision from staff and regulatory agencies
	Communicates effectively both orally and in writing
	Assumed responsibility for personal, families' and children's safety
	Maintained confidentiality
	Maintained standards of conduct set forth by Kids Central, Inc. program guidelines

_____ Total

Job Knowledge Overall Rating

Rating	Competencies:
	Demonstrates job responsibilities as described in job description and/or assigned by supervisor.
	Applied knowledge and skills necessary to effectively perform all aspects of the position
	Embraced changes in position duties, including technological and/or educational developments.
	Exhibited professionalism and conscientiousness in work and in all dealings with others.
	Performed tasks without prompting.
	Stays current on new procedures and requirements needed to function in job.
	If applicable, supervisors consistently monitors job performance and adequately evaluates staff, volunteers.

_____ Total



Teamwork Overall Rating

Rating	Competencies:
	Fosters relationships, resolves conflicts and sets a positive example for others.
	Successfully builds trust and open communication.
	Builds collaborative partnership with families, children, and community.
	Provides/demonstrates encouragement when constructive criticism is necessary

_____ Total

Productivity and Quality Overall Rating

Rating	Competencies:
	Displays pride in work
	Utilizes tools that increase efficiency and reduces cost (e.g. online forms, computer use)
	Regularly completes work ahead of schedule
	Volunteers for assignments beyond normal responsibilities
	Exhibits consistency and reliability; produces dependable work results.
	Demonstrates resourcefulness and competent judgment.
	Attendance, punctuality, dependability, and reliability.

_____ Total

Communication Overall Rating

Rating	Competencies:
	Demonstrates warm rapport with families, children, and co-workers
	Encourages open communication and sharing of knowledge
	Regularly asks for immediate feedback to ensure understanding
	Allows others to complete thoughts before replying
	Remains open-minded and willing to entertain others' ideas.
	Builds trust through regular, open, and honest communication.

_____ Total



Professional Development Plan

Professional Goals	Projected Completion Date	Actual Completion Date
Goal # 1		
Objective A:		
Objective B:		
Goal # 2		
Objective A:		
Objective B:		
Goal # 3		
Objective A:		
Objective B:		

Professional development plan for the new rating period developed in agreement. Add additional pages if more than three goals are developed.

Employee's Signature

Date

Direct Supervisor's Signature

Date

Department Supervisor Signature

Date



Annual Performance Rating

Each Competency Rating Tally

Licensing Standards	Job Knowledge	Teamwork	Productivity and Quality	Communication

Overall Competencies Rating	Total
<p>The competencies that directly follow for employees of Kids Central, Inc., represent staff requirements of Head Start and the Virginia State Board of Social Services.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unsuccessful/Unacceptable Performance (0-30) <input type="checkbox"/> Partially Successful Performance/Needs Improvement (31-57) <input type="checkbox"/> Fully Successful/Effective Performance (58-80) <input type="checkbox"/> Superior/Highly Effective Performance (81-93) 	

Comments (Optional):

I have read this appraisal and it has been discussed with me. I understand that signing this appraisal does not necessarily mean I agree with all of the information in it or that I forfeit my right for review. I have reviewed my job description and this performance report with my supervisor. My signature indicates that I have read this report; however, it does not confirm that I necessarily agree with its findings. In addition, I understand that I may provide my own performance assessment and/or improvement feedback in the form of a rebuttal if I do not agree with this evaluation's contents.

Employee's Signature

Date

Direct Supervisor's Signature

Date

Senior Staff's Signature

Date