

Staff performance review

One per staff member, filed after the conversation. Rate each area, then write one specific example. The example is what makes the rating useful a year later.

STAFF MEMBER

ROLE AND ROOM

PERIOD REVIEWED

REVIEWER

SCALE 1 Needs support · 2 Developing · 3 Solid · 4 Exceptional · N/A Not observed this period

Rated areas SUPERVISION CARRIES THE MOST WEIGHT

1 • Supervision and safety

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

Counts and line of sight, transitions and outside time, safe sleep and allergy routines, and whether they speak up when something is unsafe.

One specific example

2 • Interactions with children

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

Warmth, getting down to eye level, how they handle a hard moment, and whether children seek them out.

One specific example

3 • Curriculum and routine

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

Planning ahead, following the daily rhythm, and adapting an activity when it is clearly not working.

One specific example

4 • Teamwork

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

Covering a break without being asked, a clean handover, and how they behave on a short-staffed day.

One specific example

5 • Family communication

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

Daily updates that get written, how they deliver hard news, and whether families come away reassured.

One specific example

6 • Reliability and professionalism

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

Attendance and punctuality, phone policy, confidentiality, training hours kept current, and following through on what they said they would do.

One specific example

What they do better than anyone here SAY IT OUT LOUD IN THE MEETING

The thing the room would miss if they were not in it.

Where they will grow next ONE AREA, NOT FIVE

Name it plainly, with what better would look like on an ordinary Tuesday.

Goals for the next period WRITTEN IN THEIR WORDS

GOAL 1, IN THEIR WORDS

WHAT WE WILL DO TO HELP

REVISIT ON

GOAL 2, IN THEIR WORDS

WHAT WE WILL DO TO HELP

REVISIT ON

Their comment OPTIONAL, AND THEIRS TO WRITE

Anything they want on the record, including disagreement.

STAFF SIGNATURE

REVIEWER SIGNATURE

DATE OF
CONVERSATION

NEXT CHECK-IN

A signature records that the conversation happened, not agreement with every rating. Annually with a shorter check-in at six months suits most small programs, plus a thirty-day conversation for new hires. Many programs keep the pay conversation a few weeks apart from this one so the feedback is not overshadowed by the number. Document any performance problem in writing, with dates and specifics, at the time it happens.