



## Nursery Coordinator Performance Review

Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_

Using the scoring scale & descriptors below, this form will be completed individually by both employee and supervisor, after which a performance conference between them will occur and a summary evaluation will be written by supervisor, signed by both employee and supervisor, and placed in the employee's personnel file.

N/A -- Unrated -- Used for employees who have been in their positions less than three months and have not established themselves in a clear performance category at appraisal time or is not applicable to position

1 -- Impressive -- Exceeds position description responsibility

2 -- Effective -- Meets position description responsibility

3 -- Limited -- Performance does not meet expected levels. May need to improve performance in certain areas of assignment. Provide explanation of rating and examples for improvement

4 -- Inadequate -- Performance consistently does not meet expected levels. Specific performance improvement plans must be established and successfully completed immediately. Provide explanation for rating and examples for improvement

\_\_\_\_\_ Schedule worker(s) for each shift

Comments: \_\_\_\_\_

\_\_\_\_\_ Communicate expectations to workers

Comments: \_\_\_\_\_

\_\_\_\_\_ Gather number of total hours per pay period from each worker

Comments: \_\_\_\_\_

\_\_\_\_\_ Submit workers' hours to Business Coordinator

Comments: \_\_\_\_\_

\_\_\_\_\_ Ensure workers properly maintain cleanliness of nursery at completion of each shift

Comments: \_\_\_\_\_