



## Nursery Workers Performance Review

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

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

Using the scoring scale & descriptors below, this form will be completed 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 position 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

\_\_\_\_\_ Care for an play with young children while parents/guardians attend events at RD Mize Campus or Wyatt Campus  
Comments: \_\_\_\_\_

\_\_\_\_\_ Keep nursery area maintained and clean before ending shift  
Comments: \_\_\_\_\_

\_\_\_\_\_ Maintain accurate records of children's and parents'/guardians' names and necessary information regarding children's needs  
Comments: \_\_\_\_\_

\_\_\_\_\_ Exhibit promptness & dependability  
Comments: \_\_\_\_\_