

Beanstalk Performance Appraisal Instructions for Center Staff

Performance Areas: Center staff performance will be rated on 8 performance areas. Supervisors and Teachers who act as Supervisors will be rated on 10 areas. The indicators are included as guidelines for what is expected in certain areas. Their function is to illustrate and provide examples for a given performance area. That is, the performance indicators are examples of the types of performance that will occur if a standard is being successfully met. They are not, nor were they intended to be, all-inclusive. They are intended to help staff and supervisors develop a common understanding about the expectations of each position and provide a common language for discussing performance as it pertains to the following areas:

- Indoor/outdoor Classroom Environment
- Supervision of Care and Learning
- Relationships, Interaction & Guidance
- Curriculum and Activities
- Family/Community Engagement
- Assessing Children’s Learning and Development
- Professionalism
- Attendance
- Professional Development (Teachers and Supervisors only)
- Administration and Supervision of Programs (Teachers and Supervisors only)

Performance Ratings: Performance area will be rated on a scale of 1-4.

4- Exceeds Standards	3-Meets Standards	2-Improvement Needed	1-Unsatisfactory
<p>The employee performs the criterion at a level which exceeds the agency standards. Performance is exceptional in all areas. The employee demonstrates all of the descriptors consistently, accurately, and efficiently throughout the performance review period.</p>	<p>The employee performs the criterion at a level which meets the agency standards. The employee demonstrates all of the descriptors most of the time. Performance is at a competent and dependable level of performance.</p>	<p>The employee performs the criterion at a level which indicates improved performance is needed to meet agency standards. The employee demonstrates many of the descriptors with minimal proficiency and/or the application of many of the descriptors reflects some inconsistency or error.</p>	<p>The employee performs the criterion at a level which fails to meet agency standards. The employee often fails to demonstrate most of the descriptors and/or the application of most of the descriptors often reflects significant error. Performance requires immediate improvement.</p>

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Self-Evaluation: Self-evaluation allows employees to monitor their abilities and reflect on their strength and weaknesses. The goal is for staff to feel more engaged in the appraisal process, gain insight to guide goal setting and be able to select training, or professional development activities more suited to their needs.

Each employee will reflect on each performance area and its indicators and circle the rating they feel best reflects their performance for the evaluation period. In the space provided they will provide an explanation for any area they rated themselves above or below three. Employees will also complete the “Employee Comments” page.

Supervisors: After reviewing an employee’s Self-Evaluation, Supervisors will complete the Performance Appraisal. Supervisors will provide an explanation in the space provided for any area in which the employee was rated above or below a three. Then Supervisors will fill out the “Supervisors Comments” page. This is where evaluators will describe what areas an employee has excelled and what areas the employee could improve on and set goals for the employee.

*** Any Performance Appraisal with scores above or below a 3 must be submitted to the Centers’ Manager for review before meeting to review with the employee.**

Appraisal meeting: After the employee has completed the self-evaluation and the Supervisor has completed all Performance Appraisal documents, the Supervisor will meet in person with the employee. Supervisors will first review the Performance Appraisal with the employee and give examples to explain the ratings. The Supervisor will then review the Employee Comments form at this time and address any concerns, or needs as mentioned on the form. Third, the Supervisor will review the Supervisor Comments page with the employee and discuss the goals the employee should focus on before the next scheduled appraisal. Please note: If an employee has been rated a 1 or a 2 in any area, the Supervisor must also complete a Training Action Plan with the employee at the appraisal meeting. Ensure the employee signs and dates all documents before submitting the Performance Appraisal to Human Resources.

Ongoing Monitoring and Support: Supervisors should monitor employees’ performance and document strengths and areas for development throughout the year. The Employee Performance Notes/Evidence page can be used for this purpose. Employees who rated under a 3 in any area and have a Training Action Plan must be met with throughout the year to ensure progress towards the goals are being made and performance is improving.