

Staff identity confirmed by:.....

Reason staff employed:.....

*F = Frequently      O = Often      R = Rarely*

General Work Habits	F	O	R
Arrives on time			
Reliable in attendance			
Responsible in duties			
Alert in health and safety matters			
Flexible with programming			
Gives ample notice for absence			
Remains calm in tense situations			

Interaction with Children	F	O	R
Friendly, warm and affectionate			
Is aware of developmental levels			
Encourages independence			
Avoids stereotyping and labelling			
Reinforces positive behaviour			
Uses positive behaviour techniques			

Child Management	F	O	R
Creates an inviting environment			
Maintains a safe environment			
Provides age appropriate activities			
Develops goals from observations			
Facilitates growth in all areas of development			
Serves as a positive role model			
Anticipates problems and redirects behaviour			
Is flexible, responsive to children's needs			
Handles transitions well			

Working with Caregivers	F	O	R
Available and approachable with caregivers			
Listens and responds well to caregivers			
Is tactful with negative information			
Shows respect for those from diverse backgrounds			
Maintains confidentiality			
Regularly shares information about the child			

Working with Co-workers	F	O	R
Is friendly and respectful			
Assumes a fair share of work			
Shares ideas and materials			
Communicates directly, avoids gossip			
Approaches criticism with learning attitude			
Looks for ways to be helpful			
Solves conflict independently			

Professionalism and Growth	F	O	R
Takes job seriously, seeks skill improvement			
Participates in team meetings			
Sets goals for personal growth			
Behaves in an ethical manner			
Attends regular training			

Evaluation Category	Examples of Behaviour
General Work Habits	
Working with Children	
Child Management	
Working with Caregivers	
Working with Co-workers	
Professionalism and Growth	

**After this appraisal is completed please identify staffs areas of strength, especially in relation to meeting the obligations of a competent children's worker**