



Child Care Sector Performance Review Guide

Employee Name		Review Period Today's Date			
Position Title		Review Type	<input type="checkbox"/> Probation Review	<input type="checkbox"/> Annual Performance Review	
Supervisor Name		Completed By	<input type="checkbox"/> Employee	<input type="checkbox"/> Employer	
Overview of the Performance Review Guide and Interview					
Two - three weeks before the review	<p>Supervisor: provide a copy of the current Job Description and Performance Review Guide to the employee</p> <p>Supervisor and Employee: both the supervisor and employee complete and prepare a written Performance Review Guide to guide discussion at the performance review interview</p>				
The Performance Review Objectives and Outcomes	<p>Key objectives of the performance review are:</p> <ul style="list-style-type: none"> • to give employees feedback on their performance and to provide an opportunity for discussion about their job, successes, concerns and future goals • to determine the need for employee training and/or development to build on employee strengths or improve current development areas • to reinforce the important role the employee plays in achieving organizational success <p>Outcomes of the performance review are:</p> <ul style="list-style-type: none"> • an mutual understanding of the employee's strengths and weaknesses • an action plan that will be undertaken to build on strengths or develop the skills and abilities necessary to meet performance expectations 				
The Performance Review Interview	<ol style="list-style-type: none"> 1 Prepare for the review Spend time reflecting and completing the attached form; bring a completed form to guide your discussion 2 Pick the right time and place The supervisor will pick a convenient time, a quiet place and be sure there are no interruptions 3 Employee goes first Be honest and candid about your performance: what you do well, areas in which you want to grow or improve, what your goals and aspirations are, and ways in which your employer can help you grow or improve 4 Supervisor provides input Listen, be open and candid, deal with things that can be changed, encourage self-reflection 5 Summarize employee strengths to develop; areas to improve or develop; identify action plans and how the employer can support employee goals and action plan 6 Make final comments, sign and date both the employee and the employer versions, provide copies to the employee and place a final version in the employee file 				
Review Summary (complete at end of review meeting)		1 Development Required	2 Developing in Job	3 Meets expectations	4 Exceeds expectations
Duties and Responsibilities					
Specialized Knowledge and Health and Safety Standards					
Skills and Abilities					
Personal Characteristics					
Attendance at work during the review period					
Sick time during the review period					

1 Duties and Responsibilities

Refer to the job description and consider how well the employee performed the duties and responsibilities of his or her job. Assess and comment on how the employee understands and applies the methods and procedures required to perform their job during the review period.

1 Below acceptable standards	2 Developing in job	3 Meets expectations	4 Exceeds expectations
Demonstrates limited knowledge of job, does not have an acceptable level of understanding of methods/procedures; improvement is required.	Demonstrates fair knowledge of job duties and the employee is developing the skills and knowledge required to meet performance expectations for the job.	Demonstrates good job knowledge and understanding of all duties and responsibilities, results may be improved on minor job requirements with further training or experience.	Demonstrates exceptional understanding of the job, consistently exceeds all major requirements and makes a significant contribution to the success of the centre.
Requires assistance frequently	Requires general instructions	Requires assistance infrequently	Rarely requires assistance in performing the job
Is content with own existing level of skills and knowledge; responds in a set way in all situations; keeps to self; improvement is required.	Responds positively to feedback and is willingly developing the skills and knowledge required to meet performance expectations.	Developed and completed a most aspects of a professional development plan during the review period; sometimes shared learning with others.	Initiated, developed and completed a professional development plan during the review period; shared learning with other employees.
Employee's Self-Assessment		Employer's Assessment	

2 Specialized Knowledge and Health and Safety Standards

Refer to the job description and consider how well the employee demonstrated the specialized knowledge of his or her job. Assess and comment on how the employee understands and applies the ethical practices and legislative requirements for their job during the review period.

1 Below acceptable standards	2 Developing in job	3 Meets expectations	4 Exceeds expectations
Works unsafely or demonstrates disregard for safety standards and applicable practices and laws. Fails to report unsafe or non-compliant conditions.	Developing knowledge and experience in safety standards and applicable practices and laws; does not consistently identify and report non-compliant conditions.	Usually works in a safe manner and follows all applicable standards and laws; may identify and report any non-compliant conditions to the supervisor.	Consistently works in a safe manner and follows all applicable standards and laws; anticipates concerns and reports any non-compliant conditions to the supervisor.
Employee's Self-Assessment		Employer's Assessment	

3 Skills and Abilities

Refer to the job description and consider how well the employee demonstrated the skills and abilities required for his or her job. Assess and comment on how the employee's strengths and challenges during the review period.

1 Below acceptable standards	2 Developing in job	3 Meets expectations	4 Exceeds expectations
Difficult to get along with and causes friction.	Behaviour can be inconsistent when working with others.	Cooperative and maintains good relations with others.	Goes out of way to be cooperative and has excellent relations with others.
Does not work well in a team environment.	Has some difficulties working in a team environment.	Works well in a team environment.	Inspires teamwork; mentors others.
Requires frequent follow up to ensure timely completion of work; productivity is below acceptable standard for job.	Time management and organizational skills sometimes fall below job requirements.	Time management and organizational abilities meet expectations for the job.	Excellent time management and organizational skills.
Employee's Self-Assessment		Employer's Assessment	

4 Personal Characteristics

Refer to the job description and consider how well the employee demonstrated the personal characteristics required for his or her job. Assess and comment on how the employee's strengths and challenges during the review period.

1 Below acceptable standards	2 Developing in job	3 Meets expectations	4 Exceeds expectations
Unsatisfactory attendance or punctuality at work	Inconsistent attendance or punctuality at work	Satisfactory attendance and punctuality at work	Excellent attendance and punctuality at work
Inappropriate conduct, appearance and attire at work	Requires reminders about conduct, appearance and attire at work	Acceptable conduct, appearance and attire at work	Professional conduct, appearance and attire at work
Employee's Self-Assessment		Employer's Assessment	

Employee Strengths

Employee Development Opportunities

Employee Goals for Coming Year

Professional Development Action Plan (initiated by the employee)

Employee Comments and Signature

Employee Signature

Date

Supervisor/Manager Comments and Signature

Executive Director Signature

Date

Both parties should sign both the employer and employee versions of this review. The employee should be given a copy of their review and the original should be filed in the confidential employee human resource file.