Employee Evaluation



OF UTAH COUNTY

# Boys and Girls Clubs of Utah County

## “A Positive Place for Kids”

Staff Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Number of Kids in attendance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rate staff 1-5 (1 needs improvement and 5 being excellent)**

**Attendance and Punctuality**

1. Arrives on time

1 2 3 4 5

1. Starts programs and meetings on time

1 2 3 4 5

3. Informs Site Director if going to be absent

1 2 3 4 5

**Lesson Planning and Delivery**

1. Quality of preparation

1 2 3 4 5

2. Quality of the delivery

1 2 3 4 5

3. Flexibility (ability to change plans to meet needs of youth and circumstances)

1 2 3 4 5

4. Quality of adaptation of lesson plan to meet needs of youth

1 2 3 4 5

5. No distracting behaviors

1 2 3 4 5

6. Youth were having fun

1 2 3 4 5

7. Responsiveness of kids in class (do they like being there?)

1 2 3 4 5

**Rules and Discipline**

1. Follows all policies and procedures of the Club

1 2 3 4 5

2. Establishes rules and boundaries

1 2 3 4 5

3. Enforces rules

1 2 3 4 5

4. Maintains control of the classroom

1 2 3 4 5

5. Discipline (positively handled any discipline issues)

1 2 3 4 5

6. Uses consistent discipline

1 2 3 4 5

7. Uses positive reinforcement

1 2 3 4 5

**Relationships**

1. Interaction with kids

1 2 3 4 5

2. Developed a positive/appropriate relationship with the kids

1 2 3 4 5

3. Ability to motivate kids to remain in class

1 2 3 4 5

4. Knows the names of the parents and interacts with them

1 2 3 4 5

5. Interacts well and maintains a positive and appropriate relationship with co-workers

1 2 3 4 5

6. Aware of volunteers, know their names and make an effort to keep them involved

1 2 3 4 5

**Personal Habits**

1. Positive Attitude

1 2 3 4 5

2. Appropriate dress

1 2 3 4 5

3. Helps to keep the building clean and organized. Takes care of Club material and equipment

1 2 3 4 5

**Questions for the staff**

1. Do you have any concerns?
2. What could we do to improve?

Comments: