

**University of Houston Children's Learning Centers  
STUDENT STAFF PERFORMANCE REVIEW**

STAFF NAME: \_\_\_\_\_ SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_

POSITION: \_\_\_\_\_ EMPLOYED SINCE: \_\_\_\_\_

<b>PERFORMANCE FACTORS</b>	<b>Poor (1 pt)</b>	<b>Good (2 pts)</b>	<b>Excellent (3 pts)</b>	<b>Exemplary (4 pts)</b>
<b>Adherence to Schedule</b> (Punctuality, Absenteeism, Availability, Dependability, Flexibility)	Does not adhere to schedule in a way that is measurable.	Occasionally adheres to schedule in a way that is measurable.	Frequently adheres to schedule in a way that is measurable.	Always adheres to schedule with easy to measure data
<b>Customer Orientation</b> (Alertness, Knowledge of Work, Work Initiative, Adaptability, Demeanor, Respect for Young Children & Families)	Does not demonstrate any customer orientation.	Occasionally demonstrates customer orientation.	Frequently demonstrates customer orientation.	Always demonstrates customer orientation.
<b>Personal Skills</b> (Communication, Creativity, Stress Tolerance, Problem Solving, Enthusiasm, Patience)	Does not exhibit evidence of personal skills.	Occasionally exhibits evidence of personal skills.	Frequently exhibits evidence of personal skills.	Always exhibits evidence of personal skills.
<b>Policies and Procedures</b> (Dress Code, Health/Safety, CLC Handbooks, NAEYC/Licensing Standards)	Does not follow policies and procedures.	Occasionally follows policies and procedures.	Frequently follows policies and procedures.	Always follows policies and procedures.
<b>Productivity</b> (Work Pace, Initiative, Organization, Quality, Classroom Contribution)	Does not show evidence of productivity.	Occasionally shows evidence of productivity.	Frequently shows evidence of productivity.	Always shows evidence of productivity.
<b>Work Relationship</b> (Cooperation, Flexibility, Responsiveness, Team Spirit, Assists others, Accepts Feedback, Maintains Professional Boundaries)	Does not display excellence in work relationships.	Occasionally displays excellence in work relationships.	Frequently displays excellence in work relationships.	Always displays excellence in work relationships.
<b>ECE Knowledge &amp; Skill Set</b> (Leadership Skills, Emergency Preparedness, Supervision of Children, Training Hours, Appropriate Discipline)	Does not demonstrate ECE knowledge & skill set.	Occasionally demonstrates ECE knowledge & skill set.	Frequently demonstrates ECE knowledge & skill sets.	Always demonstrates ECE knowledge and multiple skill sets.
<b>Overall Rating:</b>	<b>Poor</b> (0-7 pts)	<b>Good</b> (8-14 pts)	<b>Excellent</b> (15-21 pts)	<b>Exemplary</b> (22-28 pts)

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**If employee was rated "Poor" in any category, please comment:**

**Overall Performance - Supervisor's Comments:**

**Employee Comments (Optional):**

Student Staff's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Next Level Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_