

**[ORGANIZATION'S TITLE]
PERSONNEL REVIEW
AFTERSCHOOL STAFF**

Name of Employee: _____

Date: _____

Job Title: _____

Evaluator: _____

Review Purpose: Probationary Annual Review Exit Other: _____

Part I: Core Competencies

Rate yourself on each of the tasks in the following three competency categories: **policy and procedures, program goals and contents, and professionalism**. Then, evaluate your overall performance in each area and write any additional comments/tasks. **Bolded** tasks are recommended baseline competencies.

Policy and Procedures

- **Ensures for the health and safety of participants** Sometimes Usually Always
- **Follows safety and emergency procedures** Sometimes Usually Always
- **Maintains accurate program records and follows reporting procedures** Sometimes Usually Always

Unsatisfactory Work

Improvement Needed

Meets Expectations

Exceeds Expectation

Exceptional Work

Comments on your performance:

Program Goals and Content

- **Deliberately designs and conducts activities that are focused on program goals** Sometimes Usually Always
- **Supports a program environment that is Learner-centered** Sometimes Usually Always
- **Promotes a sense of physical and emotional safety** Sometimes Usually Always
- **Supports positive relationships between adults and program participants** Sometimes Usually Always
- **Supports positive relationships between participants** Sometimes Usually Always
- **Conducts activities that expand the participants' knowledge and understanding of their own immediate community and the larger global community** Sometimes Usually Always

- Promotes the meaningful engagement and leadership of the participants Sometimes Usually Always
- Incorporates activities to promote physical health Sometimes Usually Always
- Incorporates academic content and skill development that contributes to participants' school success and helps address the achievement gap Sometimes Usually Always
- Ability to implement project-based learning Sometimes Usually Always

Unsatisfactory Work	Improvement Needed	Meets Expectations	Exceeds Expectation	Exceptional Work
<input type="checkbox"/>				

Comments on your performance:

Professionalism

- **Demonstrates positive work ethics** Sometimes Usually Always
- **Adequately informs, shares information, and collaborates with appropriate adults** Sometimes Usually Always
- **Advocates for participants' needs, providing referral information when appropriate** Sometimes Usually Always
- **Respects and honors cultural and human diversity** Sometimes Usually Always
- Strives for self-improvement Sometimes Usually Always
- Communicates effectively with other staff, as well as those outside of the program Sometimes Usually Always
- Ability to effectively support English Language Learners Sometimes Usually Always

Unsatisfactory Work	Improvement Needed	Meets Expectations	Exceeds Expectation	Exceptional Work
<input type="checkbox"/>				

Comments on your performance:

Part II: Overall Self Evaluation (discuss together in performance review)

Rate yourself on your overall performance this year.

Unsatisfactory
Work

Improvement
Needed

Meets
Expectations

Exceeds
Expectation

Exceptional
Work

Where did you excel MOST in your job this year?

What were the biggest obstacles/problems faced by the employee in the last year?

What positive things should the employee continue in the next year?

Where do you MOST need to improve in order to perform your job better next year?

What does the employee hope to learn in the next year?

Is there ANYTHING ELSE about your performance this year that you'd like to comment on, that you feel like was not captured in the self-evaluation above?

Part III: Goal Setting of Exit Interview (to be completed together)

Together, review how both supervisor and employee have rated the employee in different areas. Also, review the open-ended question where employee and supervisor identify areas for improvement. Write **three goals** for the employee to focus on for the next contract period.

OR

If the employee will not be returning, conduct an **exit interview** by discussing the following questions and documenting your conversation below:

1. What has been most valuable about your experience at the organization and how have you seen yourself grow?
2. How would you like to see the organization grow?
3. How would you like to stay connected to the organization?