

# LET'S TALK ABOUT...

## STANDARD A11: EACH EMPLOYEE'S JOB PERFORMANCE IS EVALUATED.



By Erin Schmidt, Accreditation Coordinator and Ruth LaBrayere, Compliance Coordinator  
Association for Early Learning Leaders

Evaluation of an employee's job performance may cause some anxiousness on both sides; however, it is a necessary step in the growth of each employee's proficiency and the development of their sense of belonging. Evaluation will give you the opportunity to acknowledge the positive teaching that already exists while laying the foundation for changes you need to initiate with that teacher to better meet the expectations of your program.

### **A11. Each employee's job performance is evaluated.**

- Written evaluation is made of new employees within 90 days of employment as to their competence for working with children. [D]**

In the first 90 days of employment, most employees will have become familiar with program practices and procedures and demonstrate the ability and knowledge to adhere to expectations. Evaluation at this time helps the employee understand the quality of their performance and suitability for the program.

- Written evaluation of each employee occurs at least annually. [D]**

It is in the program's best interest to document evaluations. Written evaluations require the director to reflect on specifics and review all documentation in order to provide an individual and meaningful evaluation.

- Evaluations are based on performance standards about which the employee is aware. [SS]**

Employees should be aware of all evaluation measures in order to strive for competency in these areas. These measures could include information from job descriptions, the evaluation tool, program policies and procedures, licensing standards and other program guidelines.

- Evaluations include classroom observations. [SS]**

Observations using the National Accreditation Commission Classroom Observation or an observation

document designed by the program should be conducted several times over the year to prepare for the evaluation. While feedback from these observations should be immediate, the observation should be kept for use in the evaluation process.

- Employees are given opportunity for self-evaluation. [D]**

Self-evaluation provides the employee with an opportunity to reflect on their areas of competency and areas for growth. It also gives the employee the opportunity to measure themselves against program standards. The director can use this information to gain insight on the employee's perspective, which can help provide an evaluation with comments and goals that meet the individual needs of that employee.

- Evaluations are discussed privately with the staff member. [SS]**

Scheduling a time to meet with each staff member allows both parties to prepare for the meeting and provides for scheduled, uninterrupted time.

- Evaluations are signed and dated by director and employee. [D]**

Signing evaluations is important because it will document the content addressed by both the director and the staff member. Dating evaluations will establish a timeframe for assessing progress and completing goals.

- Evaluations are kept in confidential files. [O]**

There should be limited access to employee files to ensure evaluations remain private.

Evaluations often lead to a stronger relationship between the director and staff member. Evaluations lead to better understanding and implementation of classroom practices. Although evaluations must be conducted annually in order to meet the standard, we recognize that this process can be beneficial if conducted more frequently.

