

DATE PREPARED _____

NAME _____

SITE _____

TITLE _____

DATE OF HIRE _____

DATE OF PRESENT POSITION _____

SUPERVISOR _____

Name

Title

**PERFORMANCE APPRAISAL
AND
DEVELOPMENT PLAN
Exempt Employees**

Signatures:

Employee Date

Supervisor Date

Reviewer Date

Human Resources Date

**L.I. HEAD START CHILD DEVELOPMENT SERVICES, INC.
98 Austin Street
Patchogue, New York 11772**

Revised: 1/2006

PERFORMANCE FACTORS

Check (X) significant strengths and development needs only.

Do NOT check items where "normal expectancy" or "not applicable" would apply.

All performance factors are measured against the requirements of the employee's job description.

S = Significant Strength

DN = Development Needed

	S	DN		S	DN
<p>SKILLS</p> <p>1. Knowledge of work</p> <p>2. Judgement</p> <p>3. Ability to work under pressure</p> <p>4. Creativity/resourcefulness</p> <p>5. Oral and written communication</p> <p>6. Adaptability</p> <p>7. Initiative</p> <p>8. Organization and planning</p> <p>MANAGING ASSIGNED TASKS</p> <p>9. Performance against objectives</p> <p>10. Regularly meets deadlines</p> <p>11. Follow through</p>			<p>12. Follows and enforces policies, procedures, regulations and performance standards</p> <p style="text-align: center;">WORKING WITH SUBORDINATES</p> <p>13. Delegating authority and responsibility</p> <p>14. Communicating</p> <p>15. Creating enthusiasm, confidence, teamwork</p> <p>16. Selecting (including EEO)</p> <p>17. Appraising, training and development</p> <p style="text-align: center;">WORKING WITH OTHERS</p> <p>18. Peers</p> <p>19. Superiors</p> <p>20. Community members and others.</p>		

OVERALL PERFORMANCE RATING

[]	[]	[]	[]	[]
1	2	3	4	5
OUTSTANDING	WELL ABOVE NORMAL EXPECTANCY	NORMAL EXPECTANCY	DEVELOPMENT NEEDED	SIGNIFICANT DEVELOPMENT NEEDED

DATE _____

NAME _____

PRIOR YEAR'S OBJECTIVES AND RESULTS SUMMARY

OBJECTIVES	RESULTS	COMMENTS OBJECTIVES vs. RESULTS

OBJECTIVES FOR NEXT APPRAISAL PERIOD

(Objectives are to be developed with the employee)

Significant objectives, commitments, and agreements are to be listed against which the employee's performance will be measured.

OBJECTIVE	METHOD for COMPLETION/EXPECTATION	TIME FRAME	
		START	COMPLETE

PLAN FOR DEVELOPMENT (Short Term & Long Term)

SUPERVISOR'S COMMENTS

EMPLOYEE'S COMMENTS