

Although not required, an employee self-evaluation form provides a tool for reviewing past performance, major accomplishments, job-related and career development goals, and other topics or problem areas. If the Nanny Self-Evaluation Form is used, the nanny should provide a copy to the parents in advance of the performance review discussion.

Time Period Covered _____ to _____
 Employee Name: _____
 Employer Name: _____

Instructions:

Please evaluate your job performance using the criteria below. There is space allowed for any comments you might have. Include a statement regarding job-related training needs and future career plans. The objective of this summary is to provide an opportunity to reflect upon actual work, ensure agreement with your employer regarding accomplishments and priorities, and foster effective communications between both. Attach any additional pages needed to complete this form. A copy of this statement should be provided to your employer prior to your performance review discussion at a mutually agreed upon time.

Scale: 5 = outstanding 4 = very good 3 = satisfactory 2 = requires improvement 1 = does not meet minimum standards

Childcare:

- | | | | | | |
|--|---|---|---|---|---|
| 1. Attention to child safety | 5 | 4 | 3 | 2 | 1 |
| 2. Attention to child hygiene
(diapering hygiene, food prep and care, toys) | 5 | 4 | 3 | 2 | 1 |
| 3. Developmentally appropriate play and activities | 5 | 4 | 3 | 2 | 1 |
| 4. Preparation of nutritious meals and snacks | 5 | 4 | 3 | 2 | 1 |
| 5. Discipline consistent with parent’s wishes,
exercises good judgment with appropriate discipline. | 5 | 4 | 3 | 2 | 1 |

Comments: *(attach additional pages as required)*

Work Habits

- | | | | | | |
|---|---|---|---|---|---|
| 1. Punctuality: arrives on time ready for work | 5 | 4 | 3 | 2 | 1 |
| 2. Reliable | 5 | 4 | 3 | 2 | 1 |
| 3. Shows initiative | 5 | 4 | 3 | 2 | 1 |
| 4. Communicates with employer about child;
maintains daily log | 5 | 4 | 3 | 2 | 1 |
| 5. Demonstrates trustworthiness, good judgment and confidentiality of private family matters. | 5 | 4 | 3 | 2 | 1 |

Comments: *(attach additional pages as required)*



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Housekeeping Responsibilities (As Applicable)

1. Maintenance: straightening up, dishes, counters and table tops	5	4	3	2	1	NA
2. Laundry	5	4	3	2	1	NA
3. Meal preparation	5	4	3	2	1	NA
4. Housekeeping (vacuuming, mopping, bathrooms)	5	4	3	2	1	NA

Comments: *(attach additional pages as required)*

Job Related Training Needs:

Additional Comments:

Nanny Signature

Date