

CHILD AND FAMILY DEVELOPMENT PROGRAMS

Support and Training Review

Name of Staff _____ Position _____

Supervisor _____ Date of Review _____

Check One: 90 days; 6 months;

1. List Orientation, training and technical assistance the employee has received prior to completing the 90 days and six month review or attach Child Plus training record/supporting documentation

90 Days Review			
TOPIC: Orientation, Training & TA	Date Planned	Who or How	Date Completed

6 - Month Review			
TOPIC: Orientation, Training & Assistance	Date Planned	Who or How	Date Completed

2. List materials, policies and procedures the employee has read prior to the 90 days and six month review and reference the Head Start Performance Standard, if applicable.

90 Days Review			
TOPIC: Policies and Procedures	Date Provided	Performance Standard	Date Completed

6 – Month Review			
TOPIC: Policies and Procedures	Date Provided	Performance Standard	Date Completed

- Review all items on the employee’s job description with the employee. Discuss performance in each area and address progress toward meeting job description duties. Record major insights.

- List areas from job description that will be targeted for support:

(a) _____

Plan: _____

List a date for this action to be completed

(b) _____

Plan: _____

List a date for this action to be completed

(c) _____

Plan:

List a date for this action to be completed

- 5. List materials, policies, procedures, and/or performance standards for the employee to read, review and/or revisit that are related to the employee's job description that has been targeted for improvement.

List a date for this action to be completed

- 6. Training being requested by employee or supervisor to help with job performance

- 7. Additional recommendations to support employee

8. Recommendation comments for job status

Employee signature

Supervisor signature

Program Director's signature