



IQ4K Staff Self-Assessment

Name:	Date:
Staff Position:	Ages of children work with:
Staff Signature:	Date:
Center Director Signature:	Date:

Current QRIS Level: 1 2 3 4 5

QRIS Goal Level: 1 2 3 4 5

Contact your local Child Care Resource and Referral Agency for assistance with completing this form.

This self-assessment reviews/evaluates your current job performance in the following domains/areas: **space and furnishings, personal care routines, language-reasoning, activities, interaction, program structure, parent relationships, staff relationships, and professional behavior and growth.**

After completing each section please list one goal to improve your job performance in each area.

1. Space and Furnishings	Seldom 1	Sometimes 2	Often 3	Always 4	Not my job responsibility	Comments
1.1) I keep indoor environments clean, safe, and well maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2) I keep outdoor environments clean, safe, and well maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3) I organize my space to maintain good visual supervision of all children in my care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4) I arrange space appropriately for routine times such as eating, toileting, and sleeping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5) I arrange the environment into 3-5 interest centers so children (older infants-12-24 months, toddler/preschool/school-age) can plan and work individually or in small groups each day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6) I organize furniture and equipment so that children can easily use and put away toys and materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.7) I provide areas for quiet play with soft furnishings and toys (rugs, quilts, cushions, bean bags, soft dolls, and stuffed animals).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.8) I display art work, photos of activities (block play, dramatic play, and field trips) and photos of children and their families at children's eye level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.9) I modify the environment to meet the needs of children with disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Goal for improving job performance in Space and Furnishings

2. Personal Care Routines	Seldom 1	Sometimes 2	Often 3	Always 4	Not my job responsibility	Comments
2.1) I greet and share information with children and parents each day during arrival and departure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2) I facilitate arrival and departure time so that it is pleasant and well organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3) I maintain a safe, clean environment for meals and snacks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4) I encourage and model appropriate meal-time behavior in a relaxed setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5) I feed infants individually or in a very small group (2-3 children).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6) I respond promptly to each infant's signs of hunger and feed according to his or her own schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.7) I have pleasant conversations with children during routine times (diapering, eating, and transitions) to encourage learning and social skill development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.8) I teach children self-help skills (using utensils, serve and set table, clean up, put on coat, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.9) I provide a safe, clean and pleasant environment for rest time and naps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.10) I use proper procedures for diapering and/or toileting of children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.11) I practice the proper procedures for hand washing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.12) I practice universal precautions to avoid/control blood-borne pathogens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.13) I teach children good health practices (hand washing, teeth brushing, toileting).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.14) I teach and explain reasons for safety rules to children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Goal for improving job performance in Personal Care Routines

3. Language - Reasoning	Seldom 1	Sometimes 2	Often 3	Always 4	Not my job responsibility	Comments
3.1) I select books and other language materials that are appropriate for children of different ages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2) I enrich children's vocabulary by introducing and explaining the meaning of new words.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3) I help children to learn about printed letters, words and numbers in their everyday lives (books, signs, labels).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4) I listen and talk with children about many different topics and model good conversation skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5) I help children strengthen language skills by providing toys and materials in interest centers that encourage communication (puppets, dramatic play props).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6) I encourage the development of reasoning skills by helping children explore concepts such as matching, predicting, classifying, sequencing, and comparing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.7) I ask questions, describe children's actions out-loud, and add information to children's conversation to encourage more complex language skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Goal for improving job performance in Language Reasoning

4. Activities	Seldom 1	Sometimes 2	Often 3	Always 4	Not my job responsibility	Comments
4.1) I observe and record children's behavior and use this information to meet children's needs and interests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2) I recognize children's developmental stages as they play and learn.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3) I recognize signs of developmental delay.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4) I modify program activities for children who have visual, physical, mental, or emotional disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5) I provide opportunities each day for children to develop fine motor skills (beads, peg boards, crayons, scissors, puzzles, and small building toys).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.6) I provide a variety of indoor and outdoor activities that develop large motor skills (balancing, running, jumping, climbing, throwing, catching, bouncing, hopping, and skipping).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.7) I provide opportunities for children to explore and experiment with a wide variety of art materials (crayons, markers, paint, clay, sculpture, collage) without having to follow a set example or model.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.8) I provide a variety of musical experiences such as singing, dancing, and finger plays.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.9) I encourage block play with children to teach concepts such as size, shape, number, order, area, length and weight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.10) I encourage children's learning by providing sand and water play and toys (containers, spoons, shovels, molds, plastic animals, and toy trucks).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. Activities	Seldom 1	Sometimes 2	Often 3	Always 4	Not my job responsibility	Comments
4.11) I create opportunities for dramatic play by encouraging children to assume different roles (firefighter, doctor, chef) and creatively use their imagination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.12) I provide school-age children with more "realistic" useful activities (make jewelry, perform a play, use real tools, and construct complex objects).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.13) I encourage school-age children to help plan activities for their own program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.14) I help children learn about science and nature through hands-on-learning and observations of weather, birds, animals, plants, and natural objects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.15) I use direct "hands-on" activities to teach math concepts such as counting, comparing, and sequencing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.16) I promote understanding and respect for diversity throughout the curriculum. (Race, culture, language, religion, ability, age, and gender).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Goal for improving job performance in Activities

5. Interaction	Seldom 1	Sometimes 2	Often 3	Always 4	Not my job responsibility	Comments
5.1) I provide "primary care" (majority of care) for a few children within my group. (My co-teachers provide "primary care" for other children within the group).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. Interaction	Seldom 1	Sometimes 2	Often 3	Always 4	Not my job responsibility	Comments
5.2) I show respect to children by listening attentively and by responding to their questions and ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3) I show warmth through appropriate physical contact (touching lightly on shoulder, patting on back, returning child's hug).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4) I use children's names when I talk with them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.5) I kneel, bend, or sit with children at their level to establish eye contact and show interest in their activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.6) I use a pleasant, warm tone of voice when speaking with children or giving them directions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.7) I intentionally spend time with individual children and small groups of children each day to support positive interactions and relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.8) I organize my room and daily schedule to minimize conflict and discipline problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.9) I give positive attention (smiling, watching, chatting) to children when they are behaving well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.10) I use a variety of positive guidance techniques for specific problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.11) I help children understand the reasons for rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.12) I respond with support and assistance to children who are upset, hurt, or angry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.13) I recognize developmental differences between solitary play (playing along), parallel play (playing along-side) and cooperative (playing together) play.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.14) I teach children the social skills needed to resolve problems and get along with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. Interaction	Seldom 1	Sometimes 2	Often 3	Always 4	Not my job responsibility	Comments
5.15) I create activities or situations in which children need to work together to accomplish goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.16) I demonstrate acceptance and respect for diversity. (Race, culture, language, religion, ability, age, and gender).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Goal for improving job performance in Interaction

6. Program Structure	Seldom 1	Sometimes 2	Often 3	Always 4	Not my job responsibility	Comment
6.1) I plan the day to include a balance of routine times, small group activity, and large group activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2) I post a schedule of activities and daily events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3) I prepare children for a transition from one activity to another.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4) I adjust my daily schedule to meet the daily needs of children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5) I follow the policies and procedures of my program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.6) I am aware of my program's emergency preparedness plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Goal for improving job performance in Program Structure

7. Parent Relationships	Seldom 1	Sometimes 2	Often 3	Always 4	Not my job responsibility	Comments
7.1) I greet parents individually and share daily information about their child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2) I encourage parents to become involved in our program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3) I communicate well with parents through listening and speaking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4) I communicate well with parents in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.5) I listen to parents respectfully and respond appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.6) I conduct effective parent orientations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.7) I conduct conferences with parents to discuss their child's growth and development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.8) I protect and maintain confidentiality for children and parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.9) I refer parents to other resources or professionals for help and information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Goal for improving job performance in Parent Relationships

8. Staff Relationships	Seldom 1	Sometimes 2	Often 3	Always 4	Not my job responsibility	Comments
8.1) I communicate well with other staff through listening and speaking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2) I communicate well with staff in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3) I fulfill my role in shared staff responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4) I share daily information about children in my program with other staff to ensure consistent care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

8. Staff Relationships	Seldom 1	Sometimes 2	Often 3	Always 4	Not my job responsibility	Comments
8.5) I ask other staff members for help when I need it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.6) I show respect and appreciation for other staff members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.7) I follow the appropriate procedures for handling problems with a co-worker.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.8) I ask my supervisor for feedback about my performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.9) I recognize personal signs of stress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.10) I have several appropriate ways to deal with stress that work effectively for me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Goal for improving job performance in Staff Relationships

9. Professional Behavior and Growth	Seldom 1	Sometimes 2	Often 3	Always 4	Not my job responsibility	Comments
9.1) I dress and groom myself appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2) I practice ethical conduct. (Confidentiality, honesty, trustworthiness, truthfulness).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3) I locate and register for training and education opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.4) I attend all training required for licensing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.5) I keep a personal record (class title, topic, date, training agency, # hours of credit) of training requirements and classes or workshops I have completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

9. Professional Behavior and Growth	Seldom 1	Sometimes 2	Often 3	Always 4	Not my job responsibility	Comments
9.6) I keep a record (class title, topic, date, training agency, # hours of credit) of training requirements and classes or workshops I have completed on file with my program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.7) I seek out additional information that will help me do my job more effectively (from professional resource materials, books, magazines, journal, and website).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.8) I participate in a self-evaluation annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.9) I participate in a professional early childhood organization (IAEYC, NAEYC).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.10) I participate in formal education for early childhood or related area (GED, CDA, AA, BS, MS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Goal for improving job performance in Professional Behavior and Growth
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