



Staff Observation Review Checklist

Instructions: Share this checklist with staff members before the project begins to set and measure overall expectations for responsibilities and behaviors. Score on scale of 1 to 3, with 1 being the highest performing and 3 being the lowest performing. Guide observers to provide evidence notes if they give a 1 or a 3 score. Keep notes on individual staff performance related to the items on the checklist during the project. After the project ends, set a time to meet briefly with each staff member to review their performance. For any items marked 3, be sure to identify specific steps for improvement.

Staff Member: _____

Score	Staff member creates an engaging learning environment.	Evidence
	Motivates youth from outset	
	Presents opportunity in engaging way	
	Explains and creates opportunities for youth leadership and independent work	
	Respects youth voice	
	Facilitates youth expression and creativity	
	Ensures inclusion	
	Engages youth in establishing procedures and norms	
	Staff member facilitates active learning.	
	Supports group work	
	Supports development of ideas into viable projects	
	Circulates and checks in appropriately with youth	
	Models or demonstrates techniques; provides information or guidance when appropriate	
	Refers youth to resources	
	Facilitates use of outside resources	
	Ensures youth understand goals and objectives	
	Checks for comprehension	
	Creates groups, buddy systems, or other supports for English learners or youth with special needs	
	Asks open-ended questions	
	Supports self-assessment and peer reflection	
	Staff member engages other adults.	
	Works respectfully and effectively with volunteers	
	Works respectfully and effectively with partners	
	Works respectfully and effectively with student families	
	Staff member builds own skills.	
	Attends trainings	
	Participates actively in trainings	
	Leads segments of trainings	
	Suggests topics for trainings	
	Contributes to locating resources	
	Participates openly in reviews	
	Seeks feedback and revises work	
	Provides peer support for others	

