

Reflective Response Tips

- Use a thesaurus.
- Always start out with a positive comment. (“The children are always excited to have a visitor in the classroom.”)
- Neutralize them with words.
- Remember, a visitor does not know what has happened before their visit or what happens after their visit.
- If the supervisor uses a child’s name, don’t make the same mistake. “The child in question” or “The child you mentioned” is more appropriate and professional.
- If the class did not behave, call it “visitor’s phenomenon.”
- Be professional and positively aggressive as opposed to negatively aggressive.
- Do not use the names of other staff members unless you have their permission.
- When strength has been noted, embellish it. (“I am pleased that you have recognized the effectiveness of my organizational skills. Thank you.”)
- Don’t be afraid to ask for another evaluator to visit your classroom or for a demonstration lesson.
- Have an association representative go over your evaluation if you are concerned about any of the content. Always have an A/R check your written rebuttal before you attach it to your evaluation.
- Check your personnel file at least once a year.