Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hall: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fill out the following criteria using the scoring system below:

1 –Needs Great Improvement 2 – Needs slight improvement 3 – Meets Expectations

4 – Exceeds Expectations 5 – Consistent Superior Performance

Supervisors *must* comment on any score given that is below a 3 (meets expectations) or above a 4 (exceeds expectations). Supervisors *may* comment for clarification on scores of 3 or 4, but are not required to do so.

**Leadership Skills/Teambuilding Skills**

1. Comprehends the dynamics of a group (the position of a leader, the position of a follower, collaboration).
2. Demonstrates ability to be a good group member (carries his/her own weight on the team).
3. Can articulate group vision/purpose/goal.
4. Actively participates in team building activities within staff group times.
5. Supports staff members in times of crisis/need.

Comments:

**Mediation/Confrontation Skills**

1. Exhibits self-respect and respect for others.
2. Confronts policy violations and documents them correctly.
3. Abides by institutional and departmental policy; and local, state and federal laws.
4. Can articulate the difference between assertive and aggressive behavior.
5. Mediates moderate roommate conflicts.

Comments:

**Communication**

1. Respectfully communicates within the staff (both building and entire staff), and with residents.
2. Effectively employs several different means of communicating with fellow RAs, residents, and supervisors.
3. Writes or speaks clearly when articulating ideas and/or needs to his/her supervisor as an employee.
4. Not only communicates resident needs, but demonstrates various ways those needs are being met to a supervisor.

Comments:

**Counseling/Healthy Behavior**

1. Able to identify services on campus which students can use in times of crisis.
2. Has a basic knowledge of counseling skills and listening skills.
3. Completes health and safety inspections effectively and appropriately to encourage safety on the floor.

Comments:

**Problem Solving/Critical Thinking**

1. Has acquired a basic knowledge of OHRL and WLU policies and procedures.
2. Has a cursory knowledge of locations of policies within the WLU Student Code of Conduct and Residential Policies and Procedures.
3. Communicates a need for assistance to peers when needed in solving problems.

Comments:

**Administrative Responsibilities**

1. Attends meetings and completes contract responsibilities (submitting paperwork, completing admissions requirements, assisting with commencement, etc.)
2. Completes paperwork accurately and promptly.
3. Follows up with residents in regards to administrative tasks. (i.e. judicial documentation, health and safety inspections, completing paperwork, etc.)

Comments:

**Appreciation of Diversity**

1. Understands the meaning of diversity, social justice, and cultural competency.
2. Understands and can articulate his/her own identity to others.
3. Can identify the advantages of having a diverse student population.
4. Distinguishes and addresses appropriately behavior which is offensive or intolerant of diverse populations.
5. Seeks involvement with people different from him/herself.

Comments:

**Ethical Behavior**

1. Develops a personal sense of ethics and morality within his/her own identity.
2. Participates in positive role modeling for his/her community.
3. Can articulate the importance of acting ethically within the realm of a student leader on campus.
4. Does not participate in behaviors which would compromise him/herself in the RA position.

Comments:

**Community Building**

1. Exhibits maturity in interacting with others.
2. Has developed meaningful and appropriate relationships on staff.
3. Demonstrates a cursory knowledge of each resident within the first six weeks of the semester.
4. Contributes to the achievement of staff and individual goals.
5. Completed all programming requirements for the semester.

Comments:

**Two Strengths Demonstrated in the current semester:**

1.
2.

**Two Goals/Areas of Improvement for the upcoming semester:**

1.
2.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Resident Assistant Signature Date*

*Acknowledging review of Evaluation*

**RA Comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Area Coordinator/Hall Director Signature Date*

*Acknowledging review of Evaluation*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Director of Housing & Residence Life Date*

*Acknowledging review of Evaluation*