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

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

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

1 –Need Improvement 2 – Valuable Performer 3 – Exceeds Requirements 4 – Substantially Exceed Requirements

**Leadership Skills/Teambuilding Skills**

1. Leads the building staff in a positive manner, mentoring newer/younger staff members.
2. Offers positive contributions to assist during RA Training.
3. Works well with other members of central staff.

Comments:

**Mediation/Confrontation Skills**

1. Effectively manages conflicts within the building community and/or staff by identifying signs of conflict early.
2. Effectively and positively holds staff accountable to a high standard of workmanship.
3. Appropriately confronts difficult residents and/or situations, and accurately documents policy violations.

Comments:

**Communication**

1. Effectively communicates constructive feedback to RAs.
2. Articulates resident needs with ease, employing various methods of communication with all residents.
3. Effectively and promptly communicates with other members of central staff.

Comments:

**Counseling/Healthy Behavior**

1. Effectively handles difficult counseling situations, making timely referrals, and is generally at ease with the counseling role.
2. Counsels staff members through difficult transitions within the scope of the job.

Comments:

**Problem Solving/Critical Thinking**

1. Actively attempts to solve minor situations without involving the Area Coordinator or Executive Director, using knowledge of policy and past situations.
2. Demonstrates sound judgment in responding to residents, staff, crisis and/or disciplinary incidents.

Comments:

**Administrative Responsibilities**

1. Completes required administrative tasks effectively, accurately and on time.
2. Takes on additional responsibilities as needed and is self-motivated.
3. Advocates on behalf of all students in the residence halls.

Comments:

**Community Building**

1. Links various communities together within one’s building by knowledge of resident needs and interests.
2. Is able to identify majority of the building residents by first name within reasonable time frame.
3. Uses the programming model with ease, completing all requirements.
4. Encourages and fosters open-mindedness and community building for the diverse student population.

Comments:

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

1.
2.

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

1.
2.

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*Hall Director Signature Date*

*Acknowledging review of Evaluation*

**Hall Director Comments:**

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*Area Coordinator Signature Date*

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*Executive Director of Student Services/Director of Housing & Residence Life Date*