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. Demonstrates ability to be a good group member (carries his/her own weight on the team).
2. Supports staff members in times of crisis/need.

Comments:

**Mediation/Confrontation Skills**

1. Confronts policy violations and documents them correctly.
2. Mediates roommate conflicts.

Comments:

**Communication**

1. Respectfully communicates within the staff (both building and entire staff), and with residents.
2. Writes or speaks clearly when articulating ideas and/or needs to his/her supervisor as an employee.

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.

Comments:

**Problem Solving/Critical Thinking**

1. Has acquired knowledge of OHRL and WLU policies and procedures (i.e. WLU Student Code of Conduct, Residential Policies and Procedures, etc.)
2. 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.)
4. Completes health and safety inspections effectively and appropriately to encourage safety on the floor.

Comments:

**Community Building**

1. Listens to and considers others’ points of view on their team.
2. Identifies residents by first and last name, as well as linking various residents via common interest within reasonable time frame.
3. Completed all programming requirements for the semester.
4. Understands the meaning of diversity, social justice, and cultural competency.
5. Can identify the advantages of having a diverse student population.
6. Distinguishes and addresses appropriately behavior which is offensive or intolerant of diverse populations.

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*

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

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