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. Acts as a leader within residence life staff and residential community.
2. Demonstrates reliability.

Comments:

**Mediation/Confrontation Skills**

1. Consistently confronts policy violations in a constructive manner.
2. Effectively mediates roommate disagreements.

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. Basic counseling skills – not only how to refer, but how to talk to a student in times of crisis.
2. Comfortable to assist in major crisis, and able to accurately brief an on-duty professional staff when called in to a crisis situation.

Comments:

**Problem Solving/Critical Thinking**

1. Actively attempts to solve minor situations without involving the central staff (hall directors, area coordinators or director), using knowledge of policy and past situations.
2. Acts within the RA staff to effectively solve issues related directly to the job (i.e. duty schedules, disagreements with policy, etc.)

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 & Safety Inspections appropriately and effectively.

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. Programs toward a diverse population of students in community building efforts.
5. Identifies non-traditional diversity and social justice issues that students face on campus today.

Comments:

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



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



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*Resident Assistant Signature Date*

*Acknowledging review of Evaluation*

**RA Comments:**

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*Area Coordinator/Hall Director Signature Date*

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