

Residence Life Student Staff Members are evaluated on key responsibilities of their position as outlined below.

General Responsibilities:

- Models appropriate behaviors
- Demonstrated enthusiasm for the RA position by projecting a positive image of the Office of Residence Life to staff and students
- Strives to demonstrate a high level of maturity evidence by sound judgment, emotional stability, flexibility, ability to act independently, and willingness to assume/act responsibly
- Willingness to understand other duties as assigned
- Is supportive of the departments goals, policies and procedures

Community Building:

- Makes an effort to interact and displays positive attitude towards developing relationships with residents
- Is available, accessible, and visible to the floor/hall
- Strives to be personable, respected and approachable by staff and students

Programming Activities:

- Programming Responsibilities: attitude towards doing programs (hesitant/resistant)
- Preparation, publicity and organization
- How many completed (required # or more than asked for), success of?

Administration & Organization:

- Completes assignments on time and accurately
- Is punctual for meetings, duties, and other responsibilities
- Follows up in a timely and appropriate manner
- Is reliable in assuming duty coverage

Communication Skills:

- Opens, maintains, and utilizes appropriate channels of communication
- Cooperates and maintains regular contact with the supervisor (one on one appointments etc.)
- Acknowledges personal limitations and asks for help and support when necessary
- Demonstrates effective written and oral communication skills (incident reports, emails, etc.)
- Seeks feedback regarding performance and attempts to utilize constructive criticism

Ethics & Policy Enforcement:

- Responds fairly and consistently to behavioral situations
- Keeps supervisor and appropriate college officials apprised of troublesome situations
- Appropriate confrontation/Assertive skills
- Is ethical about enforcing college policies and procedures

Staff Dynamics:

- Communication and working relationship with Residence Director: only when requested, good attitude toward working with director, works at cultivating an effective relationship
- Participation and contribution to staff meetings
- Works to accomplish staff goals and lives up to staff expectations
- Shares pertinent information with other staff members
- Offers constructive and useful input



Office of Residence Life
Student Staff Member Evaluation and
Reappointment Assessment

Staff Member: _____ Date M/D/YY

Supervisor: _____

Provide brief examples of the student staff member's skills/development in the evaluative categories listed below. Explain needs for improvement in any areas they must continue to develop.

| Supervisor Evaluation: Key Responsibilities | *Explanation for Expectations Partially Met/NOT Met |
|---|---|
| <i>General Responsibilities</i> <input type="checkbox"/> Expectations Met <input type="checkbox"/> Expectations Partially Met* <input type="checkbox"/> Expectations NOT Met* | |
| <i>Community Building & Programming</i> <input type="checkbox"/> Expectations Met <input type="checkbox"/> Expectations Partially Met* <input type="checkbox"/> Expectations NOT Met* | |
| <i>Administrative tasks & Organization</i> <input type="checkbox"/> Expectations Met <input type="checkbox"/> Expectations Partially Met* <input type="checkbox"/> Expectations NOT Met* | |
| <i>Communication</i> <input type="checkbox"/> Expectations Met <input type="checkbox"/> Expectations Partially Met* <input type="checkbox"/> Expectations NOT Met* | |
| <i>Ethics & Policy Enforcement</i> <input type="checkbox"/> Expectations Met <input type="checkbox"/> Expectations Partially Met* <input type="checkbox"/> Expectations NOT Met* | |
| <i>Staff Dynamics</i> <input type="checkbox"/> Expectations Met <input type="checkbox"/> Expectations Partially Met* <input type="checkbox"/> Expectations NOT Met* | |
| <i>Additional Comments</i> <input type="checkbox"/> Expectations Met <input type="checkbox"/> Expectations Partially Met* <input type="checkbox"/> Expectations NOT Met* | |



Office of Residence Life
Student Staff Member Evaluation and
Reappointment Assessment

Supervisor Evaluation Summary
Strengths and Achievements
Areas for Improvement
Assessment and Reappointment Recommendation
Supervisor recommends staff member for reappointment
Supervisor does not recommend staff member for reappointment
Reappointment not applicable. Reason:

Instructions

Supervisor provides assessment of Residence Life Student Staff Member job performance as it relates to the above Evaluative Categories, their job description, contract, supervisor-specific expectations, and feedback provided by residents that report to the Student Staff Member, if applicable.

Each Residence Life Student Staff Member will submit their self-evaluation to their supervisor, using the online Google form (link). The Student Staff Member will meet with their immediate supervisor to discuss the supervisor's evaluation. The Student Staff Member is asked to sign this supervisor evaluation, indicating receipt of the evaluation, not necessarily indicating agreement with the evaluation. The Student Staff Member will be given a copy of the supervisor evaluation and a copy will be kept in the Student Staff Member's employee file.

Signature of acknowledgement:

Student Staff Member Date M/D/YY