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. Leads the building staff in a positive manner, mentoring newer/younger staff members.
2. Assists Area Coordinators and Director on administrative tasks and/or research.
3. Offers positive contributions to assist during RA Training.
4. Works well with Central Staff in meetings, office work and in social atmosphere.

Comments:

**Mediation/Confrontation Skills**

1. Effectively manages conflicts within the building community by identifying signs of conflict early.
2. Mediates in-staff conflict without the involvement of professional staff appropriately, while still keeping the professional staff informed.
3. Effectively and positively holds staff accountable to a high standard of workmanship.
4. Assertively confronts difficult residents and/or situations, and accurately documents policy violations.

Comments:

**Communication**

1. Provides vision and direction for building staff throughout the semester/year.
2. Effectively communicates constructive feedback to RAs as well as central staff.
3. Articulates resident needs with ease, employing various methods of communication with all residents.
4. Provides timely feedback on emails and any paper communication received.
5. Effectively communicates with Area Coordinator and Director to keep them appropriately informed.

Comments:

**Counseling/Healthy Behavior**

1. Possesses intermediate counseling skills, as trained by WLU/OHRL staff.
2. Effectively handles difficult counseling situations, making timely referrals, and is generally at ease with the counseling role.
3. 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, using knowledge of policy and past situations.
2. Acts within the building to effectively solve issues related directly to the job (i.e. duty schedules, disagreements with policy, etc.)
3. Advises RAs on potential solutions to problems, and is available and open to RA staff.
4. Demonstrates sound judgment in responding to residents, staff, crisis and/or disciplinary incidents.

Comments:

**Administrative Responsibilities**

1. Completes paperwork accurately and in a timely manner.
2. Demonstrates good work ethic in Housing Office responsibilities.
3. Completes required administrative tasks effectively, accurately and on time.
4. Takes on additional responsibilities as needed, and is self-motivated.

Comments:

**Appreciation of Diversity**

1. Leads the implementation of a diversity-initiative or diversity-aimed program.
2. Encourages and fosters open-mindedness and community building for the diverse student population.
3. Advocates on behalf of all students in the residence halls.
4. Implements and encourages cultural development of building and staff.

Comments:

**Ethical Behavior**

1. Demonstrates ethical behavior for RA staff members, both in the work setting and in personal life.
2. Holds staff accountable to a high standard of ethical behavior.
3. Articulates rationale behind policies and procedures despite agreement or disagreement with policies and procedures.

Comments:

**Community Building**

1. Links various communities together within one’s building by knowledge of resident needs and interests.
2. Is able to identify all staff by first and last name, as well as interests within first six weeks of the semester.
3. Is able to identify majority of the building residents by first name within first six weeks of the semester.
4. Uses the programming model with ease, completing all erquirements.

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*

*Acknowledging review of Evaluation*

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*Director of Housing & Residence Life Date*

*Acknowledging review of Evaluation*