

Ropp Hall Staff RA to RA evaluations

STAFF MEMBER BEING EVALUATED:

STAFF MEMBER FILLING OUT THIS FORM (optional):

Please summarize the above staff member's performance using the following scale:

- 5) Almost always went above and beyond requirements/expectations
- 4) Occasionally exceeded requirements/expectations
- 3) Consistently met position requirements/expectations
- 2) Occasionally failed to fulfill all position requirements/expectations
- 1) Rarely fulfilled position requirements/expectations
- NA) Not Applicable to staff member or unobserved

Community Building

	1	2	3	4	5	NA
Demonstrates availability to residents						
Demonstrates approachability to residents						
Spends adequate time on floor						
Willingly initiates interaction with residents and other RAs						
Maintains an appropriate 'open door' policy						
Treats all residents fairly and equal						
Established an inclusive and respectful floor						

Comments:

Staff Responsibilities

	1	2	3	4	5	NA
Makes positive contributions to staff meetings and actively participates						
Exhibits sensitivity to the concerns of fellow staff members						
Takes initiative to assist staff when necessary						
Respects confidentiality of students and staff						
Works to support the mission of the team						

Comments:

Approach Toward Position

	1	2	3	4	5	NA
Demonstrates a positive attitude toward the position						
Demonstrates appropriate judgment in response to issues						
Considers feedback from peers						
Demonstrates support for Bluffton and Ropp Hall						
Appropriately communicates concerns/frustrations with staff members						

Comments:

Duty/Disciplinary/Confrontation Skills

	1	2	3	4	5	NA
Completes duty responsibilities (including walks and confronting issues)						
Exhibits skills in confronting residents						
Upholds policies of Bluffton University personally						
Holds residents accountable for policies						
Backs up/supports fellow staff when requested						

Comments:

Areas of improvement:

Administrative/Additional Responsibility

	1	2	3	4	5	NA
Completes thorough paperwork and documentation						
Exhibits timeliness with paperwork						
Appropriately informs GHD/CD of anticipated nights away						
Exhibits understanding of all RL processes						
Supports Community Assembly initiatives						
Completes all aspects of collateral assignment(s)						

Areas of effectiveness:

Areas of improvement:

Programming

	1	2	3	4	5	NA
Exhibits proficiency in program planning and execution						
Supports fellow staff members' programming efforts						
Utilizes resources in planning/implementing programs						
Ensures programs are provided for interests of all residents						
Challenges self through presenting/facilitating programs						
Provides programs that develop connectedness to UNK						
Provides educational programs that develop life-skills						

Areas of effectiveness:

Areas of improvement:

Other additional comments: