

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

General Responsibilities:

- Models appropriate behaviors
- Demonstrated enthusiasm for their position by projecting a positive image of the Office of Residence Life to staff and students
- Strives to demonstrate a high level of maturity evidenced by sound judgment, emotional stability, flexibility, ability to act independently, and willingness to assume/act responsibly
- Takes accountability for actions and decisions, demonstrating ownership of responsibilities and follow-through on commitments
- Willingness to understand other duties as assigned
- Is supportive of the department's goals, policies and procedures

Community Building:

- Makes an effort to interact and displays a 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

Event/Programming Activities:

- Programming Responsibilities: overall positive attitude towards doing programs
- Preparation, publicity and organization
- How many completed (required # or more than asked for) and the 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, stop-in's, 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 professional supervisor: 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 _____

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 of Key Responsibilities	
General Responsibilities <input type="checkbox"/> Expectations Met <input type="checkbox"/> Expectations Partially Met* <input type="checkbox"/> Expectations NOT Met* * See explanation:	Explanation (if expectations partially/not met)
Community Building & Programming <input type="checkbox"/> Expectations Met <input type="checkbox"/> Expectations Partially Met* <input type="checkbox"/> Expectations NOT Met* * See explanation:	Explanation (if expectations partially/not met)
Administrative tasks & Organization <input type="checkbox"/> Expectations Met <input type="checkbox"/> Expectations Partially Met* <input type="checkbox"/> Expectations NOT Met* * See explanation:	Explanation (if expectations partially/not met)
Communication <input type="checkbox"/> Expectations Met <input type="checkbox"/> Expectations Partially Met* <input type="checkbox"/> Expectations NOT Met* * See explanation:	Explanation (if expectations partially/not met)
Ethics & Policy Enforcement <input type="checkbox"/> Expectations Met <input type="checkbox"/> Expectations Partially Met* <input type="checkbox"/> Expectations NOT Met* * See explanation:	Explanation (if expectations partially/not met)
Staff Dynamics <input type="checkbox"/> Expectations Met <input type="checkbox"/> Expectations Partially Met* <input type="checkbox"/> Expectations NOT Met* * See explanation:	Explanation (if expectations partially/not met)
Additional Comments <input type="checkbox"/> Expectations Met <input type="checkbox"/> Expectations Partially Met* <input type="checkbox"/> Expectations NOT Met* * See explanation:	Explanation (if expectations partially/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](#). 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