

STUDENT LEADER SEMESTER EVALUATION

Resident Advisor

Fall 2023

Resident Advisor Name:

Residential Area:

Supervisor Name:

Date of Evaluation Meeting:

The rating scale for performance feedback is defined as follows:

| 1 | 2 | 3 | NYO |
|--|---|---|---|
| Does Not Meet Expectations | Meets Expectations | Exceeds Expectations | Not Yet Observed |
| Performance and results overall do not meet the position's requirements and expectations. The need for further development and or improvement is recognizable. Sustained progress and improvement are required in order to maintain the student leader role. | Performance and results met all position requirements and expectations. Planned goals were achieved within acceptable standards. There may have been some accomplishments which exceeded expectations and some areas where results did not fully meet expectations. | Performance and results frequently exceeded the position's requirements and expectations. All planned goals were achieved above established standards. The contributions made improved the effectiveness of our department and/or the residential area. | Performance has yet to be observed or there has not been an opportunity for this job requirement to be fulfilled yet. |

Evaluation Measures & Focused Reflections

| Relationship and Community Building | | score |
|--|--|--------------|
| 1 | Acquire working knowledge of residents and university resources and refer residents to appropriate resources to support their success. | |
| 2 | Foster a culture of belonging by being present in the residential community with actions that include but are not limited to: having an open-door policy [i.e., community hours], establishing community standards, managing roommate agreements, leading community meetings, posting important information, and confronting behavior that harms the community | |
| 3 | Implement Residential Curriculum lesson plans through community meetings, planned individual conversations ("U-talks"), and door decorations/bulletin boards | |
| 4 | Implement Residential Curriculum lesson plans through community socials, LLC/TC events, and promoting/attending HRE and campus events. | |
| 5 | Engage students and staff while being inclusive of identities (race, ethnicity, age, socio-economic status, gender identity/expression, sexual orientation, religion, country of origin, etc.). | |
| 6 | Support additional HRE strategies: Social Justice Advocates and Residence Hall Association. | |
| 7 | Student leader is knowledgeable about campus resources and can effectively refer residents to those resources | |
| Total Score for Section | | |

| |
|-----------------------------------|
| Reflections & Comments |
|-----------------------------------|

| Administrative Tasks | | score |
|----------------------------------|--|--------------|
| 1 | Maintain the confidentiality of private and sensitive student information learned through your role and only share information with University administrators who have a need to know. | |
| 2 | Complete necessary tasks, forms and paperwork on time, including (but not limited to): all tasks required for spending HRE funds, distributing information to residents, submitting requests, etc. | |
| 3 | Is attentive, prepared, engaged, and on time for all meetings (team meeting, training and In-Service, 1:1, resident meetings). | |
| 4 | Develops and maintains appropriate working relationships with fellow staff members. Takes feedback from co-workers and supervisor well, implementing any changes into work. | |
| 5 | Submits work orders/maintenance and housekeeping requests in a timely manner for their community | |
| Total Score for Section: | | |
| Reflection & Comments | | |
| | | |

| Emergency/Crisis Response & Policies Support | | score |
|---|--|--------------|
| 1 | Adhere to policies and procedures outlined in the Housing and Residential Education Resident Policies and Responsibilities, in addition to local, state, and federal laws. | |
| 2 | Effectively documents policy violations and information regarding students of concern within 4 hours of the incident. | |
| 3 | Properly implements emergency response protocols as directed by the Emergency Procedure Manual (EPM), HRE Staff, and first responders. | |
| 4 | Works positively and effectively with other student leaders (Community Advisors and Social Justice Advocates) to address concerns in the community in a timely manner | |
| Total Score for Section: | | |
| Reflection & Comments | | |
| | | |

| Communication and Additional Tasks | | score |
|---|---|--------------|
| 1 | Maintain positive communication with residents, students, and professional staff including HRE Occupancy, Facilities (Maintenance and Custodial teams), Resident Services, Dining, Budget and Finance, and Residential Education. | |
| 2 | Consistently check and promptly respond to Umail and other forms of communication [i.e., Teams/GroupMe] with supervisor(s) and other HRE team members within one business day. | |
| 3 | Demonstrate initiative and self-motivation within the student leader role | |
| 4 | Has strong interpersonal and customer service skills | |
| Total Score for Section: | | |

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|----------------------------------|
| Reflection & Comments |
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| Other Metrics for Evaluation | | Response Y = 1pt N = 0pts |
|------------------------------|--|---|
| 1 | Did this student leader have a 100% submission rate for all Utalks? | Y / N |
| 2 | What was the percent completion for Utalks 1-3? (list each individually) | ____% ____% ____% (not scored) |
| 3 | Did this student leader complete all bulletin boards on time? | Y / N |
| 4 | Did this student leader host the required number of socials and LLC/TC events this semester? | Y / N |

| | |
|-----------------------------------|--|
| Total Score for Section: | |
| Accountability Overview: | |
| Reflection & Comments: | |

Overall Reflection & Goal Setting

| Fall Overall Performance Comments & Feedback | |
|--|--|
| Areas of Strength/Reason for Recommendation | Areas of Improvement/Reason for Recommendation |
| | |
| Goals for Spring 2024: | |
| | |

TOTAL SCORE (out of 63):

Recommendation for Re-selection:

- Recommend for re-selection for 2024-2025 academic year. (63 points – 40 points)
- Recommend for re-selection *with reservations* for the 2024-2025 academic year. (39 points – 28 points)
- Do not recommend for re-selection for the 2024-2025 academic year. (below 28 points)
- Ineligible for Student Leader role for 2024-2025 academic year (i.e., graduation or study abroad).

By signing below, I affirm the following statements:

- I have completed my Fall 2023 evaluation meeting with a professional/graduate staff member of HRE.
- I was given the opportunity during this meeting to ask questions about my evaluation.
- I was given a copy (digital or print) of this evaluation document.
- I have reviewed the information provided in the document.

Student Leader Signature: _____ Date: _____

HRE Staff/Supervisor Signature _____ Date: _____