

RCPT 314 PERFORMANCE EVALUATION (good example)

STUDENT BEING EVALUATED Jill Pill DATE 11/10/08 Mid-Term Score 38 Final Score _____

Total score here

EVALUATOR Jimmy Jack

Please rate "performance criteria" by placing # in blanks below and add numbers for total score to be placed in mid-term or final score".

Criteria	Unsatisfactory 1	Poor 2	Fair 3	Good 4	Excellent 5
Quality of Work	Products and work is typically unacceptable. Second and third drafts if completed are not acceptable. Work completed at programs or during planning are not acceptable. ____	Turns in work but needs significant revisions. Group cannot count on quality – must always follow up to ensure a quality product ____	Work is acceptable or average. Others must occasionally refine the final drafts. Has some trouble doing work on their own. ____	Work above average. Few changes are required. Has others proof work to ensure quality. Group is proud to include work in programs plans and presentations. <u>4</u>	All products perfect. Group uses work as model. No mistakes – very accurate. Others do not need to proof work and rewrite. ____
Dependability	Not reliable and not on time. Does not contribute to group. Non-functional group member. Appears to have no regard for deadlines. ____	Not always on time. Participation lacks. Needs to step it up and contribute more. Does not make deadlines. ____	On time with few exceptions. Participation acceptable. Could speak up more and take on more. Tends to wait until the last minute – stressful for others waiting on work. ____	On time. Participation above average. Very active member in the group and at programs. Makes all deadlines. ____	Always on time. Consistently participates in all meetings and programs on a leadership level. Turns in work before deadlines. <u>5</u>
Work habits	Very poor performance. Even when confronted does not change behavior. ____	Others must ask for contributions then will perform. Appears to be focused on other things. Easily distracted. ____	Contributes when asked. Needs some motivation from others. Does not always stay focused or on task ____.	Contributes significantly to group. Others do not have to follow up. Stays focused in classes. Stays on task <u>4</u> .	Extremely hard worker. Role models positive work ethic. Inspires others to work hard and to be proud. Does more than most. ____
Relationship with others	Selfish. Not a team player. Obvious disregard for others ____	Tends to focus on own work and issues. Not always considerate of others. Difficult to work with at times. ____	Attempts to be productive group member. Not always thinking with a team approach. However, accepts feedback and will adjust behavior. <u>3</u>	Works hard to get along with others. Flexible. Willing to confront problems out in the open. A team player ____.	Role models ideal communication skills. Deals with conflict appropriately. Always a team player. Keeps group together. ____
Initiative	Appears to not care. Takes no initiative. Reminders do not help or change behavior. ____	Always have to be reminded. Only do what is asked or necessary ____	Occasionally needs to be reminded. Does not mind taking on additional tasks. Tends not to challenge self and sticks with aspects of program planning and program implementation where comfortable. ____	Acts without reminders from others. If an issue or problem arises – they address it immediately. Willingly tackles challenging aspects of program planning and implementation. <u>4</u>	Always thinking ahead. Always acts without prompting from others. Able to anticipate issues and problems before they occur. Role model. Readily accepts challenges and will take on assignments where others are hesitant. ____
Program Performance	Always stands back. Does not participate. Does not contribute to programs. ____	Tends to stand back. More of an observer. Occasionally will take on an active role during a program. ____	Participates in all programs. Rarely takes on a leadership role but will if needed. Not always comfortable. Not willing to step up unless asked at times. ____	At most programs, will step up as a leader. Comfortable serving participants. Great attitude and keeps patience. ____	Consistently a leader during programs. Enthusiastic. Excellent with the public. Very comfortable in front of crowds. Effective with groups. <u>5</u>

in blanks

Judgment and common sense	Makes no attempt to apply judgment during programs and planning sessions. ____	Relies on others – does not make decisions unless pressured to do so. Not comfortable solving problems. ____	Displays reasonable judgment. Attempts to solve problems as best as possible. Not always aware of all factors when making a decision. ____	Acts quickly and not afraid to share opinion. When in leadership position – does not hesitate to act. Makes sound decisions. Able to problem solve or seeks help to solve problems. __4__	Able to solve problems quickly and effectively. Has natural ability to deal with problems. Others rely on this person's judgment – look to this person for their valuable opinion. ____
Supervisory ability	Makes no attempt to be a leader and does not show leadership potential. ____	Did not take on a formal leadership role such as a supervisor. But, occasionally shows leadership ability during programs, planning and class if asked. ____	Has taken on formal leadership role. Does not always use appropriate leadership style but learns from mistakes. Does not always share leadership responsibilities when co-leading. ____	Gladly takes on formal leadership role. An obvious leader. Effective at delegating and getting things done. Group members respond favorably to leadership style. Works hard to mesh with other leaders. __4__	Natural leader. Able to use appropriate leadership style when needed. Has respect of peers and participants. Role model. Delegates, keeps others well informed and is organized. Works effectively with co-leaders. ____
Administrative ability	Shows no concern for class requirements. Does not produce products or other class related paperwork. Puts things off. ____	Not real clear how class requirements are structured. Relies on others to create products, meet deadlines, etc. Better working with people as opposed to workshop paperwork. ____	Will check syllabus when needed. Not perfectly clear on class requirements but will find out. Does not always complete all administrative tasks associated with a program – needs reminding. ____	Understands class syllabus but occasionally has to be reminded about the process for grading, assignments, evaluations, etc. Does above average job of putting program plans together. ____	Understands the class syllabus and expectations perfectly – understands grading, assignments, deadlines and serves as source of information for others. Ensures program plans are perfect. Effectively performs all administrative tasks. __5__

45 -- 41 = A 40 – 36 = B 35 – 32 = C 31 – 27 = D 26 and below = F

GENERAL COMMENTS – You have done a fantastic job the first part of the semester. You are a great person and easy to work with. You have taken on a leadership position in our group which was needed. You saved us several times! I suggest during the second part of the semester to back off and give others a chance to lead.

General comments here.

Strengths**Improvements**

Quality of Work	You completed the swimming animation plan and bowling risk management plan before they were due. You consistently ask for group member for feedback and director feedback in advance. Few changes needed to be made. You made the swimming briefing excellent by organizing the slides and adding photos and graphics.	You did create the bowling flyer and sent out before it was reviewed by the supervisor - the date was wrong but it was fixed immediately – you took the time to take down the old flyers and replace them.
Dependability	You always speak up each time our group has a planning meeting. You turned in your two products before the due date – You always are the first one at out of class meetings and the first to show up for programs. You are first to show up at out of class meetings. You are role model in this area.	Our group tends to use much e-mail communication. We are aware that you don't have a computer in your apartment. Try to make more of an effort to check e-mail on campus – so far not a big problem but could be as our group and class get busier.
Work habits	We can always count on you to gain everyone's attention when we have planning sessions in class. You stay on task. Once we got off topic discussing another RCPT class and you brought the group back to focus without ruffling feathers!	It is easy to get frustrated when everyone in the group does not stay focused. You show your frustration sometimes – it's ok – but make sure you communicate how you feel to the group rather than showing impatience without a reason like the time we met in the library and got off topic several times.
Relationship with others	You are extremely focused on getting your work done. You are obviously driven and want to make an "A" in the class. You also want to have great programs because you demonstrate a great attitude when we brainstorm ideas (especially the second class this semester).	You are so focused on your personal assignments that you get impatient when others do not produce to your expectations. Challenge yourself to step into more of a mentor role and help the folks that struggle. Example, the bowling animation was a complete mess the day before we turned it in. Instead of getting frustrated and doing all work yourself – take the time to teach others the proper way to create an animation plan.
Initiative	You do not mind tackling a challenge. We had the first program and you helped with the goals and objectives (not your responsibility) then knocked out the animation plan quickly and sent it out to the group. This helped everyone else to create their products. Also, during the senior dance – you jumped into the DJ position when the assigned DJ was having problems. You saved the program!!!	As a supervisor, figure out a way to motivate others in the group that are not taking initiative – in other words don't do their work for them when the program plan is due such as the bowling program incident.
Program Performance	You are awesome at programs. Always out in front and making things happen. Not afraid to step up and put yourself out there. Excellent in front of groups like making announcements at bowling clinic. You are not a shy person – keep it up. You motivate us! In all four programs, you were visible and active.	Because you are so comfortable in front of groups – give others a chance to be in the spotlight and gain group leadership experience. As supervisor, you could have delegated more and let others perform task during the bowling program rather than doing all the announcements, awards yourself.
Judgment and common sense	You are not afraid to address problems – group members look up to you. You did a lot of problem solving during the swimming program when the pizza did not show up on time. You made sure the kids had snacks and a break by changing the schedule.	Don't second guess yourself – you backed off at the senior dance – I know you were trying to let the two supervisors do their jobs – but you have significant experience with seniors and you could have organized the BINGO game much quicker. We lost participants as a result.

Supervisory ability	You readily volunteered to be a supervisor. You worked well with your co-supervisor – you appeared to share or balance responsibilities. Don't be afraid to put pressure on group members that don't produce on time. Help them but stand your ground – could have put more pressure on folks to turn in products on time.	Delegate, Delegate, Delegate – sometimes it is easier to do it yourself. Don't take that attitude. A good leader delegates and gets more done. You seemed to do most of the bowling program plan on your own so it would be done on time.
Administrative ability	WOW – you understand the process. If anyone in the group needs to know how class grading works, when things are due, what should be included in a product, etc. you know it. If not, you find the answer. You are very organized – you had all the paperwork for the bowling program perfectly organized.	Let others help you – delegate as stated before, especially with paperwork as with the bowling program.

Excellent comments – this person was very specific – obviously kept notes throughout process in order to complete with this much detail.

