

**RCPT 314 PERFORMANCE EVALUATION (Poor Example)**

*Forgot to add score*

STUDENT BEING EVALUATED Jay Jack DATE 11/10/08 Mid-Term Score (x) Final Score     

EVALUATOR *Forgot name here*

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
<b>Quality of Work</b>	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. <u>(x)</u> <i>Need #2 in blank</i>	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. ____	All products perfect. Group uses work as model. No mistakes – very accurate. Others do not need to proof work and rewrite. ____
<b>Dependability</b>	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. <u>(x)</u>	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. ____
<b>Work habits</b>	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. <u>(x)</u>	Contributes significantly to group. Others do not have to follow up. Stays focused in classes. Stays on task ____.	Extremely hard worker. Role models positive work ethic. Inspires others to work hard and to be proud. Does more than most. ____
<b>Relationship with others</b>	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. <u>(x)</u> <i>etc.</i>	Attempts to be productive group member. Not always thinking with a team approach. However, accepts feedback and will adjust behavior. ____	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. ____
<b>Initiative</b>	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. <u>(x)</u>	Acts without reminders from others. If an issue or problem arises – they address it immediately. Willingly tackles challenging aspects of program planning and implementation. ____	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. ____
<b>Program Performance</b>	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. <u>(x)</u>	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. ____

<b>Judgment and common sense</b>	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. ____	Act 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. <u>(x)</u>	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. ____
<b>Supervisory ability</b>	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, does show 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. <u>(x)</u>	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. ____	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. ____
<b>Administrative ability</b>	Shows no concern for class requirements. Does not produce products or other class related paperwork. ____	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. <u>(x)</u>	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. ____

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

GENERAL COMMENTS

Need to provide general comments!

**Strengths**

**Improvements**

<b>Quality of Work</b>	Keep up good work. <i>No specifics</i>	Can't think of anything <i>Keep notes - need to provide feedback</i>
<b>Dependability</b>	You made most of meetings, maybe missed one. You turn things in on time. <i>Give examples</i>	Give others a break if they are late. <i>Provide example</i>
<b>Work habits</b>	You work best out of class. You talk about others things and that gets us off topic.	Watch personal conversations.
<b>Relationship with others</b>	You get along great with others. You are a good person. <i>No Be specific</i>	Don't be afraid to speak up if you have a problem. <i>When? what?</i>
<b>Initiative</b>	Good in this area.	No comment
<b>Program Performance</b>	You are great at programs. Keep it up.	You were late for one. <i>Which one?</i>
<b>Judgment and common sense</b>	Good here <i>Examples?</i>	No comment <i>? why</i>
<b>Supervisory ability</b>	Waited until all positions were taken. Speak up and participate more.	Work on your supervisor skills. <i>Need specifics</i>
<b>Administrative ability</b>	I know you don't like paperwork. Don't let your attitude show it brings down the group.	<i>?</i>

*Need more in all areas! This is not acceptable.*