

Utah State University Peer Advisor Evaluation Form

Name of Peer Advisor _____

Department _____

Supervisor _____

Semester/Year _____

Peer Advisors at Utah State University have an important role because they are often the first and sometimes the only contact students have with their department. Showing a strong performance in key areas is essential to Peer Advisor success. These key areas are outlined below and will be evaluated based on the following criteria.

Exceeds Expectations

Excels in this area, does not need reminding, serves as a role model to others in this job responsibility.

Meets Expectations

Rarely needs reminding, performs well in this area

Meets Some Expectations

Sometimes needs reminding, is not consistent with performance in this area

Does Not Meet Expectations

Needs regular reminding, needs significant improvement in this job responsibility

No Basis for Judgment

No awareness of performance of this job responsibility

1. Advising/Listening Skills: Listens carefully to student concerns; asks appropriate questions to gather information; provides thorough information and referrals to students; shows concern for individual student needs; checks back with students.

Performance in this area:

- _____ Exceeds Expectations
- _____ Meets Expectations
- _____ Meets Some Expectations
- _____ Does Not Meet Expectations
- _____ No Basis for Judgment

Comments:

2. Department and Major Knowledge: Knows where to find information and materials about the program(s) they advise; is familiar with major/department/college requirements; knows information about university resources available to students they advise.

Performance in this area:

- _____ Exceeds Expectations
- _____ Meets Expectations
- _____ Meets Some Expectations
- _____ Does Not Meet Expectations
- _____ No Basis for Judgment

Comments:

3. University Resources/Referrals: Knows information about university resources available to students they advise; makes appropriate referrals and follows up effectively.

Performance in this area:

- Exceeds Expectations
- Meets Expectations
- Meets Some Expectations
- Does Not Meet Expectations
- No Basis for Judgment

Comments:

4. Staff Team Member: Works cooperatively with other staff members, both student and full time staff/faculty; helps other team members; contributes to the development of a strong unified team; reliable, attends when scheduled.

Performance in this area:

- Exceeds Expectations
- Meets Expectations
- Meets Some Expectations
- Does Not Meet Expectations
- No Basis for Judgment

Comments:

5. Time Management: Uses their work time wisely; completes productive tasks during down time such as straightening resources, asking for projects, reading materials; submits paperwork in a timely fashion.

Performance in this area:

- Exceeds Expectations
- Meets Expectations
- Meets Some Expectations
- Does Not Meet Expectations
- No Basis for Judgment

Comments:

6. Attitude & Initiative: Has a positive attitude while at work, is pleasant to be around. Takes initiative when problems arise and seeks out projects to work on during slow times.

Performance in this area:

- Exceeds Expectations
- Meets Expectations
- Meets Some Expectations
- Does Not Meet Expectations
- No Basis for Judgment

Comments:

7. Special Projects: Performance on any special projects and tasks as assigned by supervisor and other office staff members.

Performance in this area:

- _____ Exceeds Expectations
- _____ Meets Expectations
- _____ Meets Some Expectations
- _____ Does Not Meet Expectations
- _____ No Basis for Judgment

Comments:

8. Overall Assessment:

A. Strengths:

B. Areas for Improvement:

C. Goals to be completed next semester:

Supervisor Signature_____

Date:_____

I have received a copy of this performance evaluation and have reviewed it with my supervisor. I understand that I may submit a written statement to accompany this evaluation.

Employees Signature_____

Date:_____

Coordinator Signature_____

Date:_____