

Peer Mentor: _____

Date: _____

Evaluator: _____

Job Title: _____

Criteria:

Evaluation of job performance is an on-going process. This form is to be used for evaluations during the year when formal feedback is needed.

Part I:

Communication: Peer Mentor maintains consistent and effective communication through email or telephone, or in person. Peer Mentor uses proper grammar, spelling, and punctuation in written correspondence and appropriate language to communicate with staff and students. Peer Mentor is assertive but respectful.

Part II:

Documentation: Peer Mentor maintains clear and consistent documentation in compliance with the STEM Policies and Procedures Manual. Documentation is provided in a timely manner and contains minimal errors.

Part III:

Professionalism: Peer Mentor demonstrates attitudes, knowledge, and skills that enable him/her to aspire to and wisely apply the principles of excellence; accountability; and altruism to meet the needs of STEM participants and staff. Peer Mentor maintains a level of ethical, legal, and moral conduct. Peer Mentor is able to follow and adhere to the STEM Policies and Procedure Manual as well as other written or verbal guidelines.

Part IV:

Tutoring/Mentoring Skills: Peer Mentor demonstrates effective tutoring and mentoring and is a positive role model for STEM participants. Peer Mentor demonstrates the use of appropriate incentives to motivate and encourage students to succeed and achieve goals. Peer Mentor has positive observation feedback from the STEM Peer Mentor Training and Advising Committee (TAC) as well as positive feedback from students.

Part V:

Overall Performance: Peer Mentor performs all key responsibilities during the period of employment. Peer Mentor's overall performance meets or exceeds the job expectations and standards. The factors include key responsibilities specific to this position and common job standard as well as all other tasks not specifically listed.

Instructions:

- Please fill out the following evaluation objectively and to the best of your ability.
- Please fill out all required fields.
- Please provide additional comments in the space provided as relevant and necessary.
- Add additional sheets if necessary.

Rating Scale:

1= Strongly Disagree 2= Disagree 3= Neutral 4= Agree 5= Strongly Agree N/A= Not Applicable

Please **circle** appropriate rating.

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Part I: Communication

1. Peer Mentor maintains regular, consistent, and effective communication with the administrative staff to ensure reliable accessibility without being prompted.	1	2	3	4	5	N/A
2. Peer Mentor checks emails, voicemails, and STEM forum on a regular basis and is prompt and thorough in replying to communication from the administrative staff.	1	2	3	4	5	N/A
3. Peer Mentor interacts effectively at all levels of the organization and modifies communication style to suit situation and audience.	1	2	3	4	5	N/A
4. Peer Mentor uses clear, concise, and objective language with proper use of grammar, spelling, and punctuation in written correspondences with staff and students.	1	2	3	4	5	N/A
5. Peer Mentor exercises solid listening, written, and oral communication skills in all interactions and is able to understand and follow directions.	1	2	3	4	5	N/A
6. Peer Mentor takes the necessary measures to inform the STEM director and/or program assistant of any changes in availability or work schedules.	1	2	3	4	5	N/A
7. Peer Mentor contacts students within two days of assignment and follows up as appropriate when a response is not received.	1	2	3	4	5	N/A
8. Peer Mentor is able to politely but firmly and effectively enforce policies and procedures with STEM participants.	1	2	3	4	5	N/A

Comments: _____

Part II: Documentation

1. Peer Mentor regularly, correctly, and thoroughly updates the student activity log for each STEM participant.	1	2	3	4	5	N/A
2. Peer Mentor submits time sheets on time with minimal errors.	1	2	3	4	5	N/A
3. Peer Mentor ensures that there are no discrepancies between time sheets and student activity logs.	1	2	3	4	5	N/A
4. Peer Mentor regularly, correctly, and thoroughly updates Webmail Plus calendar throughout the semester and shares calendar with supervisors.	1	2	3	4	5	N/A
5. Peer Mentor accurately and consistently administers the STEM Reward Program, properly giving and keeping track of points, ensuring that total points on sign-in logs, reward cards, and the database match.	1	2	3	4	5	N/A
6. Peer Mentor maintains accurate records of correspondences.	1	2	3	4	5	N/A
7. Peer Mentor exercises common sense and good judgment when filling out time sheets, student activity logs, and other related forms of documentation.	1	2	3	4	5	N/A
8. Peer Mentor is able to provide necessary documentation when asked.	1	2	3	4	5	N/A
9. Peer Mentor maintains confidentiality and security of STEM participant information per FERPA and University guidelines in record keeping and correspondence.	1	2	3	4	5	N/A

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Part III: Professionalism

1. Peer Mentor takes pride in work, behaves with ethical integrity, develops credibility, has a positive attitude, and is focused, motivated, helpful, and trustworthy.	1	2	3	4	5	N/A
2. Peer Mentor models expected behaviors, displays emotional maturity, and is cordial and respectful to all STEM staff and participants.	1	2	3	4	5	N/A
3. Peer Mentor demonstrates awareness of and adheres to STEM policies and procedures as well as other additional written and verbal guidelines.	1	2	3	4	5	N/A
4. Peer Mentor weighs knowledge of policies and procedures, program needs, and common sense when making decisions.	1	2	3	4	5	N/A
5. Peer Mentor values the importance of delivering high quality tutoring/mentoring services and supports a diverse group of students with varying needs.	1	2	3	4	5	N/A
6. Peer Mentor participates actively in group settings and in the STEM Forum, offers opinions constructively, and encourages cooperation and collaboration with other STEM staff.	1	2	3	4	5	N/A
7. Peer Mentor is highly flexible, takes initiative, and is able to work independently with minimal supervision.	1	2	3	4	5	N/A
8. Peer Mentor positively accepts constructive criticism, shares responsibility for failures, does not repeat mistakes, and finds more effective approaches to complete tasks.	1	2	3	4	5	N/A
9. Peer Mentor finds ways to achieve desired results despite obstacles and limited resources, and is able to obtain the maximum benefit from a minimum investment of time and resources.	1	2	3	4	5	N/A
10. Peer Mentor manages time competently and effectively, and is able to multitask and prioritize to meet deadlines and maintain uninterrupted service to STEM participants and staff.	1	2	3	4	5	N/A
11. Peer Mentor is in regular and punctual attendance for STEM events, activities, and appointments.	1	2	3	4	5	N/A
12. Peer Mentor presents an appropriate appearance, always wears clean and neat clothing, and maintains proper hygiene.	1	2	3	4	5	N/A

Comments: _____

Part IV: Tutoring/Mentoring Skills

1. Peer Mentor consistently receives positive feedback from students.	1	2	3	4	5	N/A
2. Peer Mentor has positive observation feedback from the STEM Peer Mentor Training and Advising Committee (TAC).	1	2	3	4	5	N/A
3. Peer Mentor uses appropriate incentives and tools to motivate and encourage students to succeed and achieve goals.	1	2	3	4	5	N/A
4. Peer Mentor shows effectiveness in planning tutoring sessions as demonstrated by correspondences and student activity log entries.	1	2	3	4	5	N/A
5. Peer Mentor demonstrates leadership qualities and is able and willing to learn on the job.	1	2	3	4	5	N/A

Comments: _____

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Part V: Overall Performance

Select a rating:

- 5 **Exceptional**
Performance far exceeded expectations due to exceptionally high quality of work performed in all *essential* areas of responsibility, resulting in an overall quality of work that was superior.
- 4 **Exceeded Expectations**
Performance consistently exceeded expectations in all *essential* areas of responsibility, and the quality of work overall was excellent.
- 3 **Met Expectations**
Performance consistently met expectations in all *essential* areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good.
- 2 **Needs Improvement**
Performance did not *consistently* meet expectations – performance failed to meet expectations in one or more *essential* areas of responsibility, and/or one or more of the most critical goals were not met. An improvement plan must be developed with the committee.
- 1 **Unsatisfactory**
Performance was consistently below expectations in most *essential* areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. An improvement plan must be developed with the committee.

Overall Comments:

Employee's Signature: _____

Date: _____

My signature indicates that I have received a copy of this evaluation and its content has been discussed with me. Signing this form does not constitute my agreement or disagreement with this evaluation.

Evaluator's Name: _____

Evaluator's Job Title: _____

Evaluator's Signature: _____

Date: _____

STEM Director's Signature: _____

Date: _____

The employee being evaluated is to receive a copy of the completed evaluation forms and copies shall also be placed in the employee's personnel file.