

(G/Manuals/Employee Handbook/Staff Evaluation form)

COUNSELOR'S NAME (last name, first name):

All of the items below are weighted differently. Items marked with an asterisk are more heavily weighted than those which are not. Evaluations are made on the following basis: 5=Excellent; 4=Above Average; 3=Average; 2=Below Average; 1=Grounds for Dismissal; or N/O (not observed).

[illegible][illegible]

On the top line - abbreviate activity being evaluated.									
On middle line – include your initials.									
On bottom line – include date of evaluation.									

[illegible]

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Does the individual support camp policies? Is the individual a complainer? How does the staff member relate to his or her supervisor? How does the individual react to changes in cabin assignments or activity coverage? Does the staff member help out where and when needed? Is the staff member upbeat, positive? Does the staff member enjoy camp, children, co-workers, the outdoors? Is it obvious? Smiles? Does the staff member understand the reasons for the camp's regulations? Is there a problem with compliance? Take a look at each camper in the cabin. Are they clean? Is their bedding clean? Dressed in clean clothes? Sweatshirts on cold nights? Cabin inspection scores should average 8 or above over the 8 weeks. Below average indicates a problem. Does the staff member appear neat, clean and well-groomed? Shave, shower, neatly dressed? Good personal hygiene? Has equipment been broken in the cabin? At the activity area? When you visit the staff member, what is he or she doing? Does the staff member dress for socials? Campfire? Bunk Skit Night? It's always nice to see a smile! What do the campers think of the staff member? Is the staff member friendly, mature and responsible or is the staff member another camper? Does the staff member get the kids to meals on time? Flagpole? Are there curfew problems? How flexible is the instructor? Is he/she easy to work with? Fun? Check the activity site. What are the campers doing? Has anything been broken or missing? Check the inventory at the activity. The ground and surrounding area should be clean of litter and lost & found articles. Check the activity manual and sit in on a class. Has the instructor followed safety regulations? Does he/she know the material? How good is the instructor? Are the kids enthused? What was the instructor doing when you visited? Instructing and working with the kids? Or sitting down on the job? Is he/she energetic? This form is kept as a permanent record of each Staff Member's personal file. We refer to this form when preparing staff references or performance reports requested by future employers. This form is also utilized in determining each staff member's year-end summer bonus. A score which averages below a "3" in any of the criteria listed above may result in a reduction of the year-end bonus. A final evaluation is prepared at the end of camp which is not shared with the employee and this evaluation is used to determine the year-end summer bonus. Therefore, just because this evaluation form indicates "below average" performance, if the employee is not terminated, he or she still has the opportunity to improve performance in the last weeks of camp and earn back bonus lost.