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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Directions:** Please rate your performance (circle appropriate number) for each area using the following scale:  **1-** (consistently below expectations), **2-** (below expectations), **3-** (meets expectations), **4-** (exceeds expectations), **5-** (consistently exceeds expectations)  **If you do what is expected of your position, put a 3 (meets expectations).**  If you select **1, 4, or 5** please write a comment about yourself. | | | | | | | | | | | | | | | | |
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| **Employee Professionalism** | | | | | **Self Rating** | | **Supervisor Rating** | | **SI Leader Comments** | | | | | | **Supervisor Comments** | |
| **I attend all lectures, my sessions begin on time, and attend all meetings and/or workshops.** | | | | | 1 2 ***3*** 4 5 | | 1 2 3 4 5 | |  | | | | | |  | |
| **I provide advance notice to my supervisor, instructor, and students for absences.** | | | | | 1 2 ***3***4 5 | | 1 2 3 4 5 | |  | | | | | |  | |
| **I complete administrative tasks such taking session attendance and entering time on time.** | | | | | 1 2 ***3*** 4 5 | | 1 2 3 4 5 | |  | | | | | |  | |

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| **Session Management** | **Self Rating** | **Supervisor Rating** | **SI Leader Comments** | **Supervisor Comments** |
| **I show friendliness, approachability, and respect for students.** | 1 2 ***3*** 4 5 | 1 2 3 4 5 |  |  |
| **I greet students and make them feel welcome as they come into sessions.** | 1 2 ***3*** 4 5 | 1 2 3 4 5 |  |  |
| **I encourage students to collaborate by arranging the room for group work and allowing the students to do most of the talking.** | 1 ***2*** 3 4 5 | 1 2 3 4 5 |  |  |
| **I encourage students to try problems on their own, so they can engage with the material.** | 1 2 ***3*** 4 5 | 1 2 3 4 5 |  |  |

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| **SI Communication** | **Self Rating** | **Supervisor Rating** | **SI Leader Comments** | **Supervisor Comments** |
| **I practice active listening skills, and implement wait time to allow students an opportunity to assess the question/answer/process.** | 1 2 3 ***4*** 5 | 1 2 3 4 5 | Soo much wait time |  |
| **I encourage students to verbalize thought processes and ensure they demonstrate familiarity with content language.** | 1 2 ***3*** 4 5 | 1 2 3 4 5 |  |  |

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| **SI Practices** | **Self Rating** | **Supervisor Rating** | **SI Leader Comments** | **Supervisor Comments** |
| **I refer students to resources like notes, the textbook, the internet and other students to promote autonomy.** | 1 2 ***3*** 4 5 | 1 2 3 4 5 |  |  |
| **I promote effective study strategies that students can transfer to any course.** | 1 2 ***3*** 4 5 | 1 2 3 4 5 |  |  |
| **I help students prioritize learning the material, rather than just memorizing the answers.** | 1 2 ***3*** 4 5 | 1 2 3 4 5 |  |  |
| **I tailor my approach to meet individual students’ needs and I encourage students to be active participants.** | 1 2 ***3*** 4 5 | 1 2 3 4 5 |  |  |

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| **Please list work related goals that you have for the remainder of the semester:**  **Win the love of my students.** |
| **Additional Comments and Questions:** |

**\*\*Please sign and date below only AFTER you have met with a supervisor:**

**Employee Signature: Date:**

**Supervisor Signature: Date:**