

University Housing Residence Life
Performance Review, 2016

RA:
Building and Floor Assignment

Reviewed by:
Date:

1. Community Life and Standards	1 - Unacceptable	2 - Poor	3 - Good	4 - Very Good	5 - Excellent	N/A Notes
Cares for residents	Never listens or empathizes, does not take an interest in conversation	Does not take an interest in speaking with residents, but sometimes listens and empathizes	Often listens to residents, but is not often empathetic. Sometimes takes interest in speaking with residents	Usually listens and empathizes, often takes interest in residents' experiences	Nearly always listens and empathizes, shows interest in resident by asking about their experiences	
Knows floors residents	Does not know a large number of names, and sometimes does not recognize floor residents	Recognizes most residents by face, but struggles with many names. Cannot easily converse with all residents.	Knows all residents by face, and more than three-quarters by name. Knows something about approximately half of residents	Knows nearly all residents' names, and recognizes them all by face. Can make small talk with nearly all residents.	Knows every resident's name and something about them. Also recognizes common guests	
Follows up on resident issues	Does not respond to resident issues within a week, does not always direct them to proper resources or follow up to make sure their needs are met	Responds to resident issues after three or more days, does not always direct them to proper resources or follow up to make sure their needs are met	Often responds to resident issues within two days, but does not always direct them to proper resources or follow up to make sure their needs are met	Nearly always responds to resident issues efficiently and directs them to proper resources, but does not follow up to make sure their needs are met	Nearly always responds to resident issues within a day, directs them to proper resources, and makes sure their needs are met by following up with them	
Is visible and available to residents	Is nearly always off the floor or has his door locked. Contact info does not seem to be displayed at all.	Is usually not on the floor at night, and has his door locked half or more nights. Contact info is not clearly displayed	Is generally on the floor at night, but is out until late or has his door locked half or more nights. Only one method of contact info is displayed	Is on the floor most nights, and for at least one hour has his door open or is otherwise clearly available. Multiple methods of contact info is clearly displayed on the floor.	Is on the floor nearly every night, and for at least one hour has his door open or is otherwise clearly available. Multiple methods of contact info is clearly displayed on the floor.	
Role-models appropriate behavior	Almost never speaks and acts in a manner reflecting the professionalism of the office. Frequently violates rules and regulations	Rarely speaks and acts in a manner reflecting the professionalism of the office. Does not follow some rules and regulations	Often speaks and acts in a manner reflecting the professionalism of the office. Follows nearly all rules and regulations	Usually speaks and acts in a manner reflecting the professionalism of the office. Follows all rules and regulations	Speaks and acts in a manner reflecting the professionalism of the office. Follows all rules and regulations	
Informs and enforces rules	Rules are not communicated and residents seem unaware. Nearly never responds to infractions.	Rules are not clearly communicated and residents do not generally understand them. Responds to infractions occasionally	Rules are communicated and residents generally understand them. Often responds to infractions but not always immediately	Rules are communicated and residents generally understand them. Usually responds to infractions immediately.	Rules are clearly communicated and residents understand them. Nearly always responds to infractions immediately and follows up with more information	

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2. Administration and Communication	1 - Unacceptable	2 - Poor	3 - Good	4 - Very Good	5 - Excellent	N/A Notes
Is timely in completing assigned tasks	Completes less than half of tasks by deadline, and does not communicate when a task will be overdue	Completes some tasks by deadline, and communicates at deadline when a task will be overdue	Completes nearly all assigned tasks by deadline, and communicates clearly in advance when a task will be overdue	Completes all assigned tasks by deadline	Completes all assigned tasks before deadline	
Regularly attends group and individual meetings	Misses more than three meetings and does not communicate clearly when one will be missed. Is often not prompt or participatory	Misses more than three meetings, and does not always communicate clearly when one will be missed. Is sometimes not prompt and appropriately participatory	Misses two or more meetings, but communicates clearly when one will be missed. Is sometimes not prompt and appropriately participatory	Attends nearly all meetings but communicates clearly when one will be missed, is generally prompt and appropriately participatory	Attends all meetings, is prompt, and is appropriately participatory	
Communicates effectively with Head RA, Housing Director	Is sometimes unresponsive, and often not thorough and complete. Does not inform HRA / HD of important issues	Responds within a day, but is often not thorough and complete. Lets HRA / HD know of some important issues	Responds within a day, and is usually thorough and complete. Informs HRA / HD of many important issues	Responds quickly, and is often thorough and complete. Lets HRA / HD know of most important issues	Responds as quickly as possible, and is thorough and complete. Lets HRA / HD know of all important issues	
3. Floor Programming	1 - Unacceptable	2 - Poor	3 - Good	4 - Very Good	5 - Excellent	N/A Notes
Creates effective programs	Does not create programs	Programs seem hastily prepared and do not place an emphasis on sociality	Programs are weakly organized and the main focus is frontal, not social	Programs are mostly well-organized and allow for participants to socially interact if they want	Programs are well-organized and encourage for participants to socially meet each other	
Communicates about programs with Housing Director	Does not communicate about programs at all	Just communicates about date of program and little other details	Does not always communicate about programming plan, communicates afterward with a brief review of the program	Communicates about plan before programs; communicates afterward with a brief review of the program	Communicates pro-actively before programs and collobarates on ideas; communicates afterward with a review of the program	

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4. Overall Performance	1 - Unacceptable	2 - Poor	3 - Good	4 - Very Good	5 - Excellent	N/A Notes
Assists with additional tasks	Does not complete all additional tasks, volunteer, or inquire what else needs to be done	Often completes additional tasks unhappily, rarely volunteers, and does not inquire what else needs to be done	Completes additional tasks unhappily, waits to volunteer, and rarely inquires what else needs to be done	Completes additional tasks, often volunteers, and sometimes inquires what else needs to be done	Completes additional tasks happily, often volunteers quickly, and inquires what else needs to be done	
Serves chosen committee	Rarely attends committee meetings, does not participate in goal-setting and completing, and does not work well with other members	Attends some committee meetings, does not mostly participate in goal-setting and completing, and rarely works well with other committee members	Attends most committee meetings, participates in some of goal-setting and completing, and works somewhat well with other committee members	Attends nearly all committee meetings, participates in most of goal-setting and completing, and works well with other committee members	Attends all committee meetings, participates in goal-setting and completing, and works well with other committee members	
Shows genuine enthusiasm for position and Housing	Completes tasks, attends meetings, and participates in extra-work events with a negative attitude. Expresses negative feelings toward position	Completes tasks, attends meetings, and participates in extra-work events with a somewhat negative attitude. Expresses somewhat negative feelings toward position	Completes tasks, attends meetings, and participates in extra-work events with a neutral attitude. Expresses neutral feelings toward position	Completes tasks, attends meetings, and participates in extra-work events with a mostly positive attitude. Expresses satisfaction	Completes tasks, attends meetings, and participates in extra-work events with a constant positive attitude. Expresses not just satisfaction but a desire to improve.	
Shows genuine enthusiasm for YU	Expresses almost all doubt or apathy about UHRL's mission, speaks negatively about YU and often participates in cynical, negative conversations.	Expresses mostly doubt or is mostly apathetic about the mission of UHRL, speaks with mostly negativity for YU and often participates in cynical, negative conversations.	Expresses many doubts or apathy about UHRL's mission, speaks with some negativity for YU and sometimes participates in cynical, negative conversations.	Expresses some doubts in the mission of UHRL, speaks mostly highly of YU and generally avoids cynical, negative conversations.	Expresses belief in the mission of UHRL, speaks highly of YU and avoids cynical, negative conversations.	