

Peer Leader Coordinator Performance Evaluation
First Year Experience and Learning Communities

Evaluation Criteria (from PLC Professional Standards):

- Meeting deadlines:
- Problem-solving prior to contacting Lauren (or other PLCs)
- Ask clarifying questions, when answers have not already been addresses
- Collaboration between PLCs
- Attention during PLC meetings
- Acknowledge receipt and action taken on emails within 24 hours
- Each PLC brings different talents/strengths, but that does not mean that we can avoid the opportunities for growth
- Respect each other's opinions and contributions
- Supervision and Discreteness
- Take responsibility for meeting professional standards and moving FYE and LC program forward
- Acceptance and evaluation of feedback

1. Meeting deadlines:

- Writing weekly agendas (5pm by Wednesday)
- Feedback on weekly agendas (5pm by Friday)
- Writing PL meeting agenda (5pm on Wednesday)
- Feedback on PL meeting agenda (5pm on Friday)
- Other deadlines Lauren gives

- Consistently Exceeds Expectations
- Fully Achieves and Occasionally Exceeds Expectations
- Fully Achieves Expectations
- Sometimes Achieves Expectations
- Rarely Achieves Expectations

2. Problem-solving prior to contacting Lauren (or other PLCs)

- Example: I have a ___ issue/problem. This is what I am thinking about doing, is that appropriate, "correct", etc.?
- Review emails, Canopy, sharedrive, google docs to find information before asking

- Consistently Exceeds Expectations
- Fully Achieves and Occasionally Exceeds Expectations
- Fully Achieves Expectations
- Sometimes Achieves Expectations
- Rarely Achieves Expectations

3. Ask clarifying questions, when answers have not already been addressed

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4. Collaboration between PLCs

- Consistency
- Unified approach
- Work together to accomplish goals
- Re-visit norms and goals
- Individual differences and lack of communication or avoidance impacts the group, regardless of intention.

- Consistently Exceeds Expectations
- Fully Achieves and Occasionally Exceeds Expectations
- Fully Achieves Expectations
- Sometimes Achieves Expectations
- Rarely Achieves Expectations

5. Attention during PLC meetings

- Put cell phones away
- Take notes, so that there is minimal follow-up
- If unclear on tasks/deadlines, ask appropriate questions
- Allow each person to finish their thoughts before you speak. Take turns speaking.

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6. Acknowledge receipt and action taken on emails within 24 hours

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- Fully Achieves and Occasionally Exceeds Expectations
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7. Each PLC brings different talents/strengths, but that does not mean that we can avoid the opportunities for growth

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8. Respect each other's opinions and contributions

- This does not mean we must agree or have the same style, but when personal differences keep us from being successful at work, we need to work through our differences for the betterment of the program

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9. Supervision and Discreteness

- Respect Peer Leaders privacy (do not discuss Peer Leaders performance issues in front of or with other Peer Leaders)
- Peer Leader Captain office is a work environment and it can be difficult for some to complete tasks/concentrate when there are PLs in the office (be respectful of co-workers space and volume of conversations in the PLC office)
- PLC/PL one-on-one meetings should happen outside of the PLC office
- Trust that what is said in confidence between PLCs and Lauren will stay in confidence
- Peer Leader Captains are responsible for supervising their cohort of Peer Leaders. Do not overstep boundaries in answering questions, giving feedback or advice about responsibilities of the job to another PLCs Peer Leader.

- Consistently Exceeds Expectations
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10. Take responsibility for meeting professional standards and moving FYE and LC program forward

- Organization
- Communication
 - Use professional communication in all emails that are sent (include a subject, salutation, and signature)
 - Sensitivity to diversity and inclusion. Use professional language when in the PLC office.
- Presence while at work (in PLC office, during meetings, etc.)
- Demonstrate dependability (e.g. arrive on time, consistently for work, meetings, etc.)

- Consistently Exceeds Expectations
- Fully Achieves and Occasionally Exceeds Expectations
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11. Acceptance and evaluation of feedback

- Adjustment of behavior

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Overall Comments: