

First Year Experience and Learning Communities Performance Review

Peer Leader Name: _____

Date Completed: _____

Review Completed By: _____

Key Elements

1. **Organizational Skill:** Extent to which the Peer Leader meets expectations in performing the job functions of his/her position. Lesson plans are thorough and follow the lesson plan format. Lesson Plans cover all of the 4 Target Learning Areas.

- 5 Consistently Exceeds Expectations
4 Fully Achieves and Occasionally Exceeds Expectations
3 Fully Achieves Expectations
2 Sometimes Achieves Expectations
1 Rarely Achieves Expectations

Reason for rating: _____

2. **Report:** Has the PL been successful in building a community among members of the LC and with other Peer Leaders?

- 5 Consistently Exceeds Expectations
4 Fully Achieves and Occasionally Exceeds Expectations
3 Fully Achieves Expectations
2 Sometimes Achieves Expectations
1 Rarely Achieves Expectations

Reason for rating: _____

3. **Leadership and Enthusiasm:** Does the Peer Leader support the mission of FYE & Learning Communities? Is the Peer Leader an advocate for FYE? How receptive is the Peer Leader to feedback? Does the PL display a contagious zeal and enthusiasm for the position and leading LC meetings? Does the Peer Leader participate in Peer Leader meetings and in FYE Community Meetings in a thoughtful way?

- 5 Consistently Exceeds Expectations
4 Fully Achieves and Occasionally Exceeds Expectations
3 Fully Achieves Expectations
2 Sometimes Achieves Expectations
1 Rarely Achieves Expectations

Reason for rating: _____

4. **Co-Worker:** Does the PL follow through on daily and weekly tasks effectively and on time?

- 5 Consistently Exceeds Expectations
4 Fully Achieves and Occasionally Exceeds Expectations
3 Fully Achieves Expectations
2 Sometimes Achieves Expectations
1 Rarely Achieves Expectations

Reason for rating: _____

5. **Learning Coach:** Does the PL facilitate the target learning areas and engage in learning strategies that support those outcomes?

- 5 Consistently Exceeds Expectations
4 Fully Achieves and Occasionally Exceeds Expectations
3 Fully Achieves Expectations
2 Sometimes Achieves Expectations
1 Rarely Achieves Expectations

Reason for rating: _____

6. **Connector:** Has the PL interacted and invited faculty, advisors and campus professionals into the LC? Has the PL encouraged students to interact with faculty, advisors, other UC professional staff and fellow students?

- 5 Consistently Exceeds Expectations
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Rarely Achieves Expectations

Reason for rating: _____

7. **Mentor:** Does the PL extend mentoring dialogue: academically, personal well-being, social relationships, financial, campus engagement, comfort with major, etc. Do they balance being a “mentor” and being a “peer”?

- 5 Consistently Exceeds Expectations
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Rarely Achieves Expectations

Reason for rating: _____

Total Points: _____

<u>RATING</u>		<u>TOTAL POINTS</u>
Consistently Exceeds Expectations	=	30-35
Fully Achieves and Occasionally Exceeds Expectations	=	24-29
Fully Achieves Expectations	=	18-23
Sometimes Achieves Expectations	=	12-17
Rarely Achieves Expectations	=	11 or less

Supervisor's Comments: Provide summary comments that describe the Peer Leader's overall strengths and areas for development.

By signing below, I acknowledge that I have participated in the review process and have received a copy of the review.

(1) _____
Supervisor's Signature Date

(2) _____
Associate Director's Signature Date

(3) _____
Peer Leader's Signature Date

**First Year Experience and Learning Communities
Performance Review**

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Date Completed: _____

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GOALS AND OBJECTIVES

- Please complete with each Peer Leader that is returning to the position for Spring 2016
- Goals and objectives can be academic or personal, as well as within the Peer Leader role or not
- Evaluation column should be used to describe how the Peer Leader position can help facilitate goals and objectives
- Timeline column should be used to indicate when the Peer Leader and Peer Leader Captain will revisit next semester

	GOALS AND OBJECTIVES	EVALUATION	TIMELINE
GOAL/OBJECTIVE 1			
GOAL/OBJECTIVE 2			
GOAL/OBJECTIVE 3			