



SAMPLE

Evaluation Form

NAU/GEAR UP Academic Mentor Performance Evaluation

Academic Mentor: _____

Date: _____

Evaluator: _____

Evaluator's Job Title: _____

Evaluation of job performance is an on-going process. This form is to be used for evaluations during the year when formal feedback is needed, or at least once per year.

Criteria:

Part I. Communication:

Academic Mentor maintains consistent and effective communication through e-mail or telephone, or in person. Academic Mentor uses proper grammar, spelling, and punctuation in written correspondence and appropriate language to communicate with staff and students. Academic Mentor is assertive but respectful.

Part II. Documentation:

Academic Mentor maintains clear and consistent documentation in compliance with GEAR UP requirements. Documentation is provided in a timely manner and contains minimal errors.

Part III. Professionalism:

Academic Mentor demonstrates attitudes, knowledge, and skills that enable him/her to aspire to and wisely apply the principles of excellence; accountability; and altruism to meet the needs of GEAR UP participants and staff. Academic Mentor maintains a level of ethical, legal, and moral conduct. Academic Mentor is able to follow and adhere to the GEAR UP requirements, well as other written or verbal guidelines.

Part IV. Academic Mentoring skills:

Academic Mentor demonstrates effective Academic mentoring and tutoring skills and is a positive model for GEAR UP students. Academic Mentor demonstrates the use of appropriate incentives to motivate and encourage students to succeed and achieve goals. Academic Mentor has positive observation feedback from the GEAR UP teachers and coordinators as well as positive feedback from students.

Part V. Overall Performance:

Academic Mentor performs all key responsibilities during the period of employment. Academic Mentor's overall performance meets or exceeds the job expectations and standards. The factors include key responsibilities specific to this position as well as all other tasks not specifically listed.

Rating Scale:

1= Strongly Disagree 2= Disagree 3= Neutral 4= Agree 5= Strongly Agree N/A= Not Applicable

Please circle, mark, or X to select.

Instructions:

✓ Please fill out the following evaluation objectively and to the best of your ability.

✓ Please fill out all required fields.

✓ Please provide additional comments in the space provided as relevant and necessary.

✓ Add additional sheets if necessary.

GEAR UP Academic Mentor Performance Evaluation Form – Page 2

Academic Mentor: _____

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Evaluator's Job Title: _____

1=Strongly Disagree 2=Disagree 3=Neutral 4=Agree 5=Strongly Agree N/A=Not Applicable

Part I: Communication

Academic Mentor maintains regular, consistent, and effective communication with the GEAR UP staff and assigned teacher(s) to ensure reliable accessibility without being prompted.

1 2 3 4 5 N/A

Academic Mentor checks e-mails and voicemails on a regular basis and is prompt and thorough in replying to communication from GEAR UP staff and teachers.

1 2 3 4 5 N/A

Academic Mentor interacts effectively at all levels of the organization and modifies communication style to suit situation and audience.

1 2 3 4 5 N/A

Academic Mentor uses clear, concise, and objective language with proper use of grammar, spelling, and punctuation in written correspondences with staff and students.

1 2 3 4 5 N/A

Academic Mentor exercises solid listening, written, and oral communication skills in all interactions and is able to understand and follow directions.

1 2 3 4 5 N/A

Academic Mentor takes the necessary measures to inform the GEAR UP Coach, teachers and/or students of any changes in availability or work schedules.

1 2 3 4 5 N/A

Academic Mentor is able to politely but firmly and effectively enforce policies and procedures with GEAR UP students.

1 2 3 4 5 N/A

GEAR UP Academic Mentor Performance Evaluation Form – Page 3

Academic Mentor: _____

Date: _____

Evaluator: _____

Evaluator's Job Title: _____

1=Strongly Disagree 2=Disagree 3=Neutral 4=Agree 5=Strongly Agree N/A=Not Applicable

Part II: Documentation

Academic Mentor regularly maintains the student activity log to reflect all services provided to GEAR UP students.

1 2 3 4 5 N/A

Academic Mentor submits accurate, legible student activity logs on time.

1 2 3 4 5 N/A

Academic Mentor submits time sheets on time.

1 2 3 4 5 N/A

Academic Mentor ensures that the time sheets submitted contain minimal errors.

1 2 3 4 5 N/A

Academic Mentor ensures that there are no discrepancies between time sheets and student activity logs.

1 2 3 4 5 N/A

Academic Mentor is able to provide necessary documentation when asked.

1 2 3 4 5 N/A

Academic Mentor maintains confidentiality and security of GEAR UP student information per FERPA and school guidelines.

1 2 3 4 5 N/A

GEAR UP Academic Mentor Performance Evaluation Form – Page 4

Academic Mentor: _____

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Part III: Professionalism

Academic Mentor takes pride in work, behaves with ethical integrity, develops credibility, has a positive attitude, and is focused, motivated, helpful, and trustworthy.

1 2 3 4 5 N/A

Mentor models expected behaviors, displays emotional maturity, and is cordial & respectful to staff and participants.

1 2 3 4 5 N/A

Academic Mentor demonstrates awareness of and adheres to District and school policies and procedures as well as other additional written and verbal guidelines.

1 2 3 4 5 N/A

Academic Mentor values the importance of delivering high quality services and supports a diverse group of students with varying needs.

1 2 3 4 5 N/A

Mentor participates in group settings, offers constructive opinions, and encourages cooperation & collaboration.

1 2 3 4 5 N/A

Academic Mentor is highly flexible, takes initiative, and is able to work independently with minimal supervision.

1 2 3 4 5 N/A

Academic Mentor positively accepts constructive criticism, shares responsibility for failures, does not repeat mistakes, and finds more effective approaches to completing tasks.

1 2 3 4 5 N/A

Academic Mentor is in regular and punctual attendance for GEAR UP events, activities, and appointments.

1 2 3 4 5 N/A

Academic Mentor dresses appropriately and always wears clean and neat clothing as well as maintains proper hygiene.

1 2 3 4 5 N/A

GEAR UP Academic Mentor Performance Evaluation Form – Page 5

Academic Mentor: _____

Date: _____

Evaluator: _____

Evaluator's Job Title: _____

1=Strongly Disagree 2=Disagree 3=Neutral 4=Agree 5=Strongly Agree N/A=Not Applicable

Part IV: Academic Mentoring Skills

Academic Mentor consistently receives positive feedback from students.

1 2 3 4 5 N/A

Academic Mentor has positive observation feedback from the School staff.

1 2 3 4 5 N/A

Academic Mentor uses appropriate incentives and tools to motivate and encourage students to succeed and achieve goals.

1 2 3 4 5 N/A

Academic Mentor shows effectiveness in planning Academic Mentoring sessions as demonstrated by teacher feedback and student activity log entries.

1 2 3 4 5 N/A

Academic Mentor demonstrates leadership qualities and is able and willing to learn on the job.

1 2 3 4 5 N/A

GEAR UP Academic Mentor Performance Evaluation Form – Page 6

Academic Mentor: _____ Date: _____

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Part V: Overall Performance

5 Exceptional

Performance far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in an overall quality of work that was superior.

4 Exceeded Expectations

Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent.

3 Met Expectations

Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good.

2 Needs Improvement

Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met. An improvement plan must be developed with the committee.

1 Unsatisfactory

Performance was consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. An improvement plan must be developed with the committee.

Employee's Signature: _____ Date: _____

My signature indicates that I have received a copy of this evaluation and its content has been discussed with me. Signing this form does not constitute my agreement or disagreement with this evaluation.

Evaluator's Name: _____

Evaluator's Job Title: _____

Evaluator's Signature: _____ Date: _____

Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____