

Office Assistant Evaluation Form

Employee Name: _____

Term: _____

Date of Observation: _____

Date of Conversation: _____

Evaluate yourself using... 3 = one of my strengths 2 = could improve 1=definite weakness

I. INTERPERSONAL SKILLS

- ___ sensitivity to diverse populations/learners
- ___ clarity of speech/instruction
- ___ positive and encouraging attitude/tone
- ___ collegiality with other SSC staff/supervisors
- ___ direct and honest approach in SSC relationships
- ___ openness regarding personal strengths and weaknesses
- ___ healthy boundaries and physical/emotional self-awareness

II. RESPONSIBILITY

- ___ honoring work commitment by working assigned shifts and covering in advance when absent
- ___ attending meetings and any scheduled training
- ___ contributing to SSC special projects and professional development discussions
- ___ arriving on time and remaining entire shifts
- ___ taking reasonable number/length of breaks
- ___ completing time sheets accurately and on time
- ___ adhering to college policies
- ___ completing tutor logs and notes
- ___ properly rotating between students
- ___ encouraging student survey completion

III. HOSPITALITY

- ___ being visible and greeting students seeking assistance
- ___ using down time for relevant Center-related tasks
- ___ maintaining clutter-free tutoring environment/tabletops
- ___ creating friendly relationships with all personnel
- ___ maintaining appropriate professional standards of dress, language, and behavior
- ___ directing visitors with questions/concerns to the proper personnel

Employee Comments:

Employer Comments: