

Tutor Evaluation Form

Tutor Name: _____

Term: _____

Date of Observation: _____

Date of Conversation: _____

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

KNOWLEDGE OF SUBJECT (for English tutors only...Please fill out this section if you are an English tutor)

- ___ Proper understanding of subject terminology
- ___ Expository writing/modes
- ___ Critical analysis of subjects
- ___ Argumentation
- ___ Research and documentation styles
- ___ Grammar and mechanics
- ___ Modeling editing strategies (without proofreading)
- ___ Respecting writer's original thoughts

TUTORING BEST PRACTICES

- ___ Assessing individual student's immediate needs and knowledge level
- ___ Critical analysis of subjects
- ___ Availability/location of appropriate resources (online and physical)
- ___ Adjusting explanations and vocabulary appropriately
- ___ Prioritizing goals of session and managing time
- ___ Using non-directive techniques (i.e. giving examples)
- ___ Employing questioning strategies
- ___ Focusing on "global" over "local"
- ___ Modeling editing strategies (without proofreading)
- ___ Pointing out strengths in students' work
- ___ Respecting writer's original thoughts
- ___ Avoiding evaluation/judgment

- ___ Deferring to instructor's authority
- ___ Using available resources (handbooks, other tutors on shift, instructor files)
- ___ Setting goals for student's independent work or studies

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

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

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:

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