**Connect2Complete 16-17 Mid-Year Evaluation**

For completion and discussion by Connect2Complete Member and Site Supervisor(s) and review by Campus Compact of Oregon.

**This evaluation is due to Campus Compact by Friday, March 24th, 2017**

Performance Evaluation Process:

1. The C2C Member and Supervisor will complete their respective evaluation sections.

2. The C2C Member and Supervisor will meet together and take time to talk about the evaluation and their respective answers. Emphasis should be on praising where praising is due, brainstorming reasons for challenges and ways to make necessary adjustments in performance. The C2C Member should review all materials before they sign the evaluation.

3. After the meeting, the C2C Member and Supervisor will send signed and dated documents back to Campus Compact of Oregon (matt@oregoncampuscompact.org).

4. This evaluation will be placed in the C2C Member’s file at Campus Compact.

Other notes:

You may type all answers directly into evaluation sections. However, all signatures requested on this evaluation must be completed by hand (not electronically).

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| **C2C Member** **Name:** |  |
|  | (Print) |
|  |  |
| **Supervisor Name(s):** |  |
|  | (Print) |

**CONNECT2COMPLETE MEMBER EVALUATION:**

To be completed by C2C Member

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| **KEY RESPONSIBILITIES** | **EVALUATION OF PERFORMANCE:** *Please provide a narrative response of 1-3 sentences.* |
| *Enter response here* | *Enter response here* |
| *Enter response here* | *Enter response here* |
| *Enter response here* | *Enter response here* |
| *Enter response here* | *Enter response here* |
| *Enter response here* | *Enter response here* |
| *Add rows or additional paper as needed* |  |

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| **COMMUNICATION** | **EVALUATION OF PERFORMANCE:** *Please provide a narrative response of 1-3 sentences.* |
| How well do you work with others? (Staff, students, community partners, faculty, etc.) | *Enter response here* |
| How often and how well do you seek to be a team player? Do you help others during slow periods? | *Enter response here* |
| How successful are you in asking for and obtaining the cooperation of others? | *Enter response here* |
| How effectively do you resolve conflicts with others? | *Enter response here* |
| How effectively do you communicate questions or concerns? | *Enter response here* |

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| **KNOWLEDGE & INDEPENDENCE** | **EVALUATION OF PERFORMANCE:** *Please provide a narrative response of 1-3 sentences.* |
| How would you characterize your progress with regard to your key responsibilities? If not satisfactory, specify why. | *Enter response here* |
| How do you judge, resolve, or seek help clarifying priorities? | *Enter response here* |
| How efficient are you in managing work? | *Enter response here* |
| How well are you able to take action without direction? | *Enter response here* |
| How often and how well do you seek out new and better ways of accomplishing a task? | *Enter response here* |
| How well and how often do you seek out new responsibilities? | *Enter response here* |
| How well do you meet deadlines? | *Enter response here* |
| How complete and thorough is your work? Does the work often need close review? | *Enter response here* |

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| **GENERAL PROFESSIONALISM** | **EVALUATION OF PERFORMANCE:** *Please provide a narrative response of 1-3 sentences.* |
| How is your attendance, punctuality, requesting time off, and adherence to organizational policies and procedures? | *Enter response here* |
| Do you maintain a positive attitude and professional demeanor when in service? | *Enter response here* |
| Do you maintain an appearance (grooming, attire, behavior) that is appropriate to the service assignment? | *Enter response here* |
| How often do you meet with your supervisor both one-on-one and in groups? How would you describe your supervisor’s availability? | *Enter response here* |
| How helpful has your supervision been so far this term? What is needed to help you be as successful as possible?  | *Enter response here* |

Describe your greatest achievement(s) during this evaluation period:

|  |
| --- |
| *Enter response here* |

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| *Enter electronic signature here* |  | *Enter date here* |
| Member signature |  | Date |

**CONNECT2COMPLETE SUPERVISOR EVALUATION:**

To be completed by Supervisor

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| **KEY RESPONSIBILITIES** | **EVALUATION OF PERFORMANCE:** *Please provide a narrative response of 1-3 sentences.* |
| *Enter response here* | *Enter response here* |
| *Enter response here* | *Enter response here* |
| *Enter response here* | *Enter response here* |
| *Enter response here* | *Enter response here* |
| *Enter response here* | *Enter response here* |
| *Add rows or additional paper as needed* |  |

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| **COMMUNICATION** | **EVALUATION OF PERFORMANCE:** *Please provide a narrative response of 1-3 sentences.* |
| How well does the member work with others? (Staff, students, community partners, faculty, etc.) | *Enter response here* |
| How often and how well does the member seek to be a team player? Do they help others during slow periods? | *Enter response here* |
| How successful is the member in asking for and obtaining the cooperation of others? | *Enter response here* |
| How effectively does the member resolve conflicts with others? | *Enter response here* |
| How effectively does the member communicate questions or concerns? | *Enter response here* |

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| **KNOWLEDGE & INDEPENDENCE** | **EVALUATION OF PERFORMANCE:** *Please provide a narrative response of 1-3 sentences.* |
| How would you characterize your member’s progress with regard to their key responsibilities? If not satisfactory, specify why. | *Enter response here* |
| How does the member judge, resolve, or seek help clarifying priorities? | *Enter response here* |
| How efficient is the member in managing work? | *Enter response here* |
| How well is the member able to take action without direction? | *Enter response here* |
| How often and how well does the member seek out new and better ways of accomplishing a task? | *Enter response here* |
| How well and how often does the member seek out new responsibilities? | *Enter response here* |
| How well does the member meet deadlines? | *Enter response here* |
| How complete and thorough is the member’s work? Does the work often need close review? | *Enter response here* |

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| **GENERAL PROFESSIONALISM** | **EVALUATION OF PERFORMANCE:** *Please provide a narrative response of 1-3 sentences.* |
| How is member attendance, punctuality, requesting time off, and adherence to organizational policies and procedures? | *Enter response here* |
| Do they maintain a positive attitude and professional demeanor when in service? | *Enter response here* |
| Do they maintain an appearance (grooming, attire, behavior) that is appropriate to the service assignment? | *Enter response here* |
| How often do you meet with your member both one-on-one and in groups? How would you describe your availability? |  |
| How would you rate or describe your help or assistance to your member? What more could be done to help them be as successful as possible? |  |

Describe your greatest achievement(s) during this evaluation period:

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| --- |
| *Enter response here* |

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| *Enter electronic signature here* |  | *Enter date here* |
| Member signature |  | Date |

The Member and Supervisor have met to discuss the individual responses to this evaluation. During this meeting, we examined discrepancies, noted positive overlap, and discussed action items to improve performance and mutual support.

Member Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Send signed and dated forms to matt@oregoncampuscompact.org by Friday March 24th, 2017