**Campus Compact of Oregon VISTA: Mid-Year Performance Evaluation**

**Due January 31st 2018**

**SUPERVISOR**:

Please fill out this form electronically *except* the signature box.

* **PART ONE**: Enter the VISTA’s key responsibilities (may use VAD activities) and comment on their progress and competence in each area.
* **PART TWO**: Reflect and respond to each question. All materials should be reviewed by the VISTA *before* s/he signs this evaluation.
* After you and the VISTA have completed your respective evaluations, **take time to talk about the evaluation with the VISTA** (VISTAs will complete this form as a self-evaluation). Emphasis should be on praising where praise is due, and brainstorming reasons for challenges and ways to make necessary adjustments in performance.
* Provide a print version of this evaluation for the VISTA to review, provide comments, and sign.
* Scan both evaluations, and email this to the VISTA Leader. This will be kept in the member’s personal file.

**VISTA MEMBER:**

Please fill out this form electronically *except* the comments section and the signature box.

* Please complete the same parts above as a **self-evaluation**. Your supervisor(s) will complete the same evaluation and you will have a chance to go over it together and discuss the results.
* After you have met with your supervisor(s), read and discussed the evaluation, make comments in the space provided at the end of your supervisor’s version and sign your name.
* Your comments should be written by hand and **not** be made electronically. Your signature should be in ink. Make sure your supervisor signs it as well.

**EVALUATION GUIDELINES:**

* For consistency across evaluations, please use the scale unsatisfactory-superior (as seen on final section of the supervisor to member evaluation.
* Please also include narrative in your response, so that we may better understand your own rating and thought processes.

EVALUATION PERIOD: August 2017 to January 2018

VISTA MEMBER NAME:

SUPERVISOR NAME(S):

**VISTA Member Mid-Term Self-Evaluation**

**PART ONE:**

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| **KEY RESPONSIBILITIES** | **EVALUATION OF PERFORMANCE** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| (Add rows as needed) |  |

**PART TWO:**

|  |  |
| --- | --- |
| **COMMUNICATION**  | **EVALUATION OF PERFORMANCE** |
| How well do you work with others (staff, students, community partners, faculty, etc)? |  |
| How often do you seek to be a team player? How well are you at being a team player? Do you help others during slow periods? |  |
| How successful are you in asking for and obtaining the cooperation of others? |  |
| How effectively do you resolve conflicts with others? |  |
| How effectively do you communicate questions or concerns? |  |

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| **KNOWLEDGE & INDEPENDENCE**  | **EVALUATION OF PERFORMANCE** |
| How would you characterize your progress with regard to their key responsibilities? If not satisfactory, specify why not. |  |
| How does the VISTA judge, resolve, or seek help clarifying priorities? |  |
| How efficient is the VISTA in managing work? |  |
| How well is the VISTA able to take action without direction? |  |
| How often and how well does the VISTA seek out new and better ways of accomplishing a task? |  |
| How well and how often does the VISTA seek out new responsibilities? |  |
| How well does the VISTA meet deadlines? |  |
| How complete and thorough is her/his work? Does the work often need close review? |  |

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| **GENERAL PROFESSIONALISM**  | **EVALUATION OF PERFORMANCE** |
| How is the VISTA’s attendance, punctuality, requesting time off, and adherence to organizational policies and procedures? |  |
| Does the VISTA maintain a positive attitude and professional demeanor when in service? |  |
| Does the VISTA maintain an appearance (grooming, attire, behavior) that is appropriate to the service assignment? |  |

Describe the VISTA’s greatest achievement(s) during this evaluation period:

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| VISTA MEMBER REVIEW |

**VISTA MEMBER COMMENTS (should be handwritten):**

In the space below, please enter any comments you have about this evaluation. Feel free to include another sheet of paper if necessary.

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VISTA MEMBER NAME & DATE:

VISTA MEMBER SIGNATURE:

THIS EVALUATION WAS DISCUSSED WITH ME ON THIS DATE:

**Supervisor to Member Mid-Term Evaluation**

**PART ONE:**

|  |  |
| --- | --- |
| **KEY RESPONSIBILITIES** | **EVALUATION OF PERFORMANCE** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| (Add rows as needed) |  |

**PART TWO:**

|  |  |
| --- | --- |
| **COMMUNICATION**  | **EVALUATION OF PERFORMANCE** |
| How does the VISTA work with others (staff, students, community partners, faculty, etc)? |  |
| How often and how well does the VISTA seek to be a team player? Does s/he help others during slow periods? |  |
| How successful is the VISTA in asking for and obtaining the cooperation of others? |  |
| How effectively does the VISTA resolve conflicts with others? |  |
| How effectively does the VISTA communicate questions or concerns? |  |

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

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| --- | --- |
| **GENERAL PROFESSIONALISM**  | **EVALUATION OF PERFORMANCE** |
| How is the VISTA’s attendance, punctuality, requesting time off, and adherence to organizational policies and procedures? |  |
| Does the VISTA maintain a positive attitude and professional demeanor when in service? |  |
| Does the VISTA maintain an appearance (grooming, attire, behavior) that is appropriate to the service assignment? |  |

Describe the VISTA’s greatest achievement(s) during this evaluation period:

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| SUPERVISOR’S OVERALL EVALUATION OF PERFORMANCE |

**GUIDE FOR EVALUATION:**

☐ Performance is ***superior***; the VISTA consistently shows initiative and readily accepts new responsibilities.

☐ Performance is ***very good*** and above normal expectations.

☐ Performance is ***satisfactory*** and meets minimum expectations.

☐ Performance is generally ***less than satisfactory*** and requires improvement.

☐ Performance is consistently ***unsatisfactory*** and immediate improvement is necessary.

**SUPERVISOR COMMENTS (may be typed):**

In the space below, please provide a summary of the VISTA’s overall performance. Feel free to use the guide above as a reference and please include your general feelings about the VISTA’s performance. Please also note specific areas of performance where improvements can be made.

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SUPERVISOR NAME(S) & DATE:

SUPERVISOR SIGNATURE(S):

THIS EVALUATION WAS DISCUSSED WITH VISTA MEMBER ON THIS DATE: