*Your work this past term will be rated using the following Performance Evaluation. You and your supervisor will review this evaluation during your scheduled check-in. At the check, please also come prepared to discuss your successes, opportunities for growth, achievable goals for the future, and other comments or questions you have.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Tutor’s Name:** | | **Evaluation Period:** | |
| **Supervisor’s Name:** | | **Today’s Date:** | |
| **Number of terms with AEI: \_\_\_\_\_** | **Mentor:** Yes No | | **Evaluation type:** First term Annual Other |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rating Scale:** | (4) Regularly exceeds jobs expectations | (3) Always meets, sometimes exceeds,  job expectations | (2) Meets job expectations | (1) Needs improvement |

|  |
| --- |
| Professional Competencies: |
| **Professionalism**  \_\_\_ Successfully organizes and schedules working hours (time management)  \_\_\_ Engages students in activities that will improve their conversational English and knowledge of American cultural norms  \_\_\_ Forms positive and professional relationships with students  \_\_\_ Follows AEI Conversation Partner Dress Code  \_\_\_ Demonstrates a strong work ethic  \_\_\_ Demonstrates flexibility and adaptability to changes and new people |
| **Dependability and Responsibility**  \_\_\_ Reports to scheduled hours on time and communicates with appropriate people in advance (supervisor, student, and/or faculty) if schedule changes  \_\_\_ Turns in fully completed timesheets by due date  \_\_\_ Responds to and reads all email in a timely manner  \_\_\_ Reports cancellations and no-shows on the website  \_\_\_ Respects, follows, and enforces AEI Conversation Partner Policies (meets in public places, respects cap when selecting students, etc.) |
| **Teamwork**  \_\_\_ Participates in additional work opportunities, including Orientation Week  \_\_\_ Offers to sub for other tutors  \_\_\_ Trustworthy; shows honesty and integrity in relationships with students, teachers, and supervisor  \_\_\_ Maintains a positive attitude with students, tutors, teachers, and supervisor |
| **Motivated to Grow & Learn**  \_\_\_ Attends trainings, both mandatory and optional, and actively participates individually and with others  \_\_\_ Attends a midterm check-in  \_\_\_ Attends related AEI events |
| **Intercultural Competency Skills**  \_\_\_ Learns from and about others different from them and assesses how to better respond to their needs  \_\_\_ Demonstrates the ability to work respectfully with individuals from different backgrounds or perspectives  \_\_\_ Responds inclusively and equitably to intercultural situations and needs  \_\_\_ Takes the initiative to model or promote an inclusive and equitable work environment |

|  |
| --- |
| **Explanations and General Comments:** |
|  |

|  |  |
| --- | --- |
| **Highlights this term:** | **Challenges this term:** |
|  |  |

|  |
| --- |
| **Goals as a conversation partner going forward:** |
|  |

|  |
| --- |
| **Other Comments or Questions?** |

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tutoring & Conversation Partner Program

Self-Evaluation

Fall 2015

*Please complete this self-evaluation completely and honestly. Your responses will let you and the Tutor Coordinator see the work you have done this term, and will help you to set personal goals for next term.*

In your one-on-one meetings, what were some of the main areas in which you assisted students this term (check all that apply):

* Test preparation
* Writing and/or revising
* Reading strategies
* Note-taking strategies
* Reviewing concepts learned in class
* Learning about American culture
* Learning about the UO
* Casual conversation
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Professionalism**

How effectively do you communicate with students? Give examples (e.g. How do you use active listening? Slower speech? Simpler words? Non-verbal communication? Group facilitation skills?)

In what ways do you help students solve their own problems with their assignments without taking over the process yourself (in other words, how do you assist your students with self-correction?) Give examples.

**Dependability and Responsibility**

How do you arrange for necessary absences, accommodations, and adjustments when you cannot work your shift as a conversation partner, classroom tutor, or Help Desk tutor?

**Teamwork**

Did you participate in any additional opportunities this term (check all that apply)?:

* Orientation week
* AEI Activities
* Subbing for other tutors
* Attend a midterm check-in
* Attend a non-required training/professional development workshop offered by the AEI
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Motivation to Grow and Learn**

Please evaluate your skills in the following areas:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AREA** | **EXCELLENT** | **VERY GOOD** | **SATISFACTORY** | **NEEDS IMPROVEMENT** |
| Knowledge of the subject area |  |  |  |  |
| Help students gain self-confidence |  |  |  |  |
| Practice active listening |  |  |  |  |
| Demonstrate supportive, patient, non-judgmental attitude |  |  |  |  |
| Discuss study strategies and tips |  |  |  |  |

How have your abilities and skills improved as a conversation partner? In what ways have you addressed any areas for improvement that you have discovered?

What, if any, personal benefits have you gained from being a conversation partner?

**Intercultural Competency Skills**

Explain what, if anything, you have learned from and about your students this term. Have you used that knowledge to better respond to your students’ needs? If yes, please explain.

**Other**

How could your supervisor make your job better for you?

How could the Tutoring & Conversation Partner Program improve services for international students?

After having completed this survey, what is one goal that you would like to set for yourself as a conversation partner next term?

Tutoring and Conversation Partner Program

Midterm Check-in Meeting – Fall 2015

*Please review this form prior to your midterm check in. While written responses are not a requirement, take the time to reflect on your answers to these questions. We will discuss them during our meeting. You will have the opportunity to guide the conversation and talk about what is most important to you.*

# Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year in School: \_\_\_\_\_\_\_ Number of Terms worked in the AEI: \_\_\_

## Date of Meeting: \_\_\_\_\_ /\_\_\_\_\_\_ /\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ***How is the job going so far? How does it compare to your initial expectations?***
2. ***What are the highlights of your experience so far in the Conversation Partner Program?***
3. ***How are your relationships with your Conversation Partners? Teachers?***
4. ***What has been your greatest challenge up to this point?***
5. ***Which trainings have you attended this term? How have they been beneficial to your work in the program?***
6. ***What are your goals as a conversation partner going forward?***
7. ***Have you thought about plans after graduation from the UO? Is there anything I can do to facilitate your reaching those goals?***
8. ***What comments or questions do you have about the program or your position? Is anything still unclear?***