

## **GLBTA STUDENT EMPLOYEE LEARNING AND PERFORMANCE ASSESSMENT**

Name: \_\_\_\_\_

Job Title: Pride Center Assistant

Start Date: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

N/A = Not Applicable; 1 = Not Met; 2 = Below Standard; 3 = Standard; 4 = Above Standard; 5 = Commendable

### **APPRECIATING DIVERSITY**

1. \_\_\_\_\_ Uses GLBT terminology correctly. Demonstrates understanding of GLBT concepts by using correct terminology (e.g., uses proper pronouns, difference between gender and sex, explains preferred pronouns at the beginning of each program)
2. \_\_\_\_\_ Explains GLBT terminology and social justice concepts correctly to others (e.g., power and privilege, bias, oppression, etc)
3. \_\_\_\_\_ Conducts and synthesizes research on GLBT topics
4. \_\_\_\_\_ Identifies instances of GLBT inequity and exclusion on and off campus
5. \_\_\_\_\_ Explains the harmful effects of GLBT inequity and exclusion
6. \_\_\_\_\_ Demonstrates understanding of intersecting multiple social identities

### **COMMUNICATION SKILLS**

1. \_\_\_\_\_ Greets and welcomes guests in a friendly manner
2. \_\_\_\_\_ Accurately explains the services of the Center to guests
3. \_\_\_\_\_ Answers the Center phone properly

### **LEADERSHIP SKILLS**

1. \_\_\_\_\_ Identifies GLBT topics that support the mission and goals of the Center and successfully develops programs on those topics
2. \_\_\_\_\_ Shares at least an equal amount of work with colleagues
3. \_\_\_\_\_ Takes initiative to improve Center's policies and/or appearance (e.g., comes up with a better procedure, keeps Center clean)
4. \_\_\_\_\_ Assesses whether one's program development is unfolding according to plans
5. \_\_\_\_\_ Skillfully and consistently takes corrective actions when program development and execution require corrective measures (e.g., works to ensure all members meet deadlines, engages in sufficient communication among team members, addresses poor behavior during programs)
6. \_\_\_\_\_ Effectively leads group discussions (e.g., ensures all students who want to, have the opportunity to speak, maintains ground rules, keeps time)
7. \_\_\_\_\_ Completes assignments in a timely manner

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**CIVIC ENGAGEMENT**

1. \_\_\_\_\_ Demonstrates commitment to social justice (e.g., voluntarily attends programming, participates in social justice efforts on or off campus, actively promotes social justice when communicating with peers, promotes the Pride Center, volunteers for special projects of the Center such as tabling during orientations and fairs, suggests ideas for new programs and follows through)
2. \_\_\_\_\_ Takes initiative to improve upon their understanding of GLBT issues and social justice

**INTERPERSONAL SKILLS**

1. \_\_\_\_\_ Builds and maintains effective working relationships with peers, colleagues, and guests of the Center.
2. \_\_\_\_\_ Exercises good judgment
3. \_\_\_\_\_ Adheres to Center's ethical standards and its policies and procedures (e.g., respect for all, confidentiality, no drama)
4. \_\_\_\_\_ Manages emotions and constructively responds to conflict, feedback, and unmet goals.
5. \_\_\_\_\_ Demonstrates flexibility to changing priorities
6. \_\_\_\_\_ Uses inclusive language and appropriate pronouns

**TASK COMPLETION**

1. \_\_\_\_\_ Consistently produces high quality work
2. \_\_\_\_\_ Correctly maintains the log
3. \_\_\_\_\_ Correctly checks out library materials for guests

**Areas of Strength:**

**Areas for Improvement:**

**Employee Comments:**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_