

McGaw YMCA Camp Echo 2010 Staff Evaluation

This is an evaluation of (first & last name) _____ by _____ shared confidential (Circle one)

The person I am evaluating is/was (circle one): my co-staff my supervisor supervised by me

Directions: Read the chart descriptions, circle the box that best indicates the staff member's performance in the section, then on the line below the chart place an "X" to mark the position that best indicates the staff member's overall performance in that section ranging from highly effective to ineffective. Lastly, on the back, explain your selection for each of the four areas on the front. Feel free to write general comments as well.

ATTITUDE

Excites others with attitude	Has a positive attitude	Can have an impersonal attitude	Often is negative
Finds innovative solutions to difficult situations	Makes the best out of difficult situations	Does not take initiative to solve difficult situations	Complains or is frustrated when challenges arise
Puts a stop to gossip and negativity	Does not gossip or show negative behavior	Listens to or encourages gossip and negativity	Gossips and criticizes others
Embraces differences and brings people together	Accepts differences in others	Keeps to close friends, doesn't reach out to others.	Excludes others who are different

Highly Effective Ineffective

WORK ETHIC

Plans all activities and programs ahead of time	Activities and programs are ready on time	Last minute planning hurts quality of the program	Does not plan or take the lead in any activities
Is early/on time to assignments	Is on time to assignments	Sometimes late to assignments	Often late to assignments
Proactively offers help to others	Helps others when asked	Does not volunteer to help	Needs lots of assistance
Goes the extra mile to make a program special	Provides quality programming for campers	Programming leaves campers bored or unhappy	Programming is not safe or appropriate

Highly Effective Ineffective

BUILDING RELATIONSHIPS

Promotes the four Core Values among others	Models the four Core Values among others	Enforces the four Core Values; does not model them	Does not enforce or model the four Core Values
Engages campers in meaningful conversation	Converses with campers	Gives only orders or directions to campers	Ignores or yells at campers
Builds solid connections with other staff members	Is kind to other staff members	Does not communicate with other staff members	Invokes disagreements with other staff members
Engages with leadership staff to find solutions to problems	Communicates problems and desires to leadership staff	Does not communicate problems to leadership staff	Complains to others; does not share issues with leadership

Highly Effective Ineffective

GENERAL RESPONSIBILITIES

Models Code of Conduct; encourages others to do so	Follows the Code of Conduct at all times	Slight breaches in the Code of Conduct	Breaches the Code of Conduct often
Fixes safety concerns before they are a problem	Reports safety concerns when they are a problem	Stops a safety issue when it is an immediate danger	Allows others to engage in unsafe behavior
Enhances camp property	Respects camp property	Does not clean camp property	Damages camp property

Highly Effective Ineffective

