

## McGaw YMCA Camp Echo 2010 Support 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
Responds well to constructive criticism	Shows improvement when instructed	Ignores feedback from peers and supervisors	Gets upset when given constructive criticism
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

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
Learns new skills and processes quickly	Needs a reminder or two, but then has systems down	Requires consistent reminders to complete task	Does not retain any direction
Can be trusted to perform work independently	Needs occasional supervision of work	Needs consistent supervision	Must be supervised to ensure work is completed

Highly Effective ..... Ineffective

### BUILDING RELATIONSHIPS

Promotes the four Core Values among others	Models the four Core Values among others	Enforces the four Core Values; doesn't model them	Does not enforce or model the four Core Values
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
Is a positive leader amongst their peer group	Tries to help peers do the right thing	Does not influence the actions of peers	Is a negative influence amongst peers

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

