

Coordinator Assessment Tool

_____ Director _____ Coordinator
 _____ Date

Outstanding	Above Satisfactory	Satisfactory	Conditional	Unsatisfactory	N/A
-------------	--------------------	--------------	-------------	----------------	-----

		Outstanding	Above Satisfactory	Satisfactory	Conditional	Unsatisfactory	N/A
Students	• Promote Experiential Learning to Students						
	• Discuss student academic & career goals						
	• Facilitate resume and interview preparation						
	• Monitor student progress & counsel as needed						
	• Assist students in developing relevant skills						
	• Evaluate Learning Objective applicability						
	• Assess student learning through submitted Semester Report						
	• Identify & respond to problems/issues in a timely manner						
	• Determine and assign grades fairly & consistently						
	Comments:						
Employers	• Promote Experiential Learning to Employers						
	• Research & develop potential employers & relevant learning situations						
	• Refer qualified applicants for available openings						
	• Maintain rapport with employers						
	• Identify & respond to problems/issues in a timely manner						
Comments:							
Faculty	• Promote Experiential Learning to Faculty						
	• Provide feedback about student learning						
	• Maintain rapport with faculty						
	• Identify & respond to problems/issues in a timely manner						
Comments:							
Administration	• Participate in workshops/open houses/staff meetings						
	• Review/maintain information systems/record-keeping procedures						
	• Participate in professional development activities						
	• Demonstrate initiative						
	• Follow through on additional projects as assigned						
	• Facilitate a climate of teamwork in the office						
	• Share information						
	• Demonstrate reliability						
	• Support others in the office as needed						
	• Assist with program development, implementation and assessment						
Comments:							

Overall Comments:

Overall Rating: ____ Outstanding, ____ Above Satisfactory, ____ Satisfactory, ____ Conditional, ____ Unsatisfactory

Skills and Attitudes	Judgment							
	Listing							
	Communicating verbally							
	Communicating in writing							
	Ethical/Honest							
	Cooperative							
	Collaborative							
	Effective Team Member							
	Thorough							
	Punctual							
	Reliable							
	Attention to detail							
	Meets quantity goals							
	Knowledge of field							
	Initiative							
Comments:								

Professional Development: Community involvement, publications and conferences/seminars attended, professional certifications and licenses. (Use additional sheets if necessary)

Strengths / Accomplishments: Faculty member's most significant strengths and accomplishments during this rating period

Areas of Improvement: Areas in which the faculty member should take special care to address professional weaknesses or to prepare for professional advancement.

Goals and Objectives: Major goals and objectives for the next rating period.

<p>Overall rating:</p> <ul style="list-style-type: none"> o Outstanding: Performance is at least satisfactory or above in all areas and outstanding in most areas. o Above Satisfactory: Performance is at least satisfactory or above in all areas and above satisfactory in some areas. o Satisfactory: Performance must be at the satisfactory level in all areas with the exception of one conditional. o Conditional: Performance is below the satisfactory level in two or more areas. o Unsatisfactory: Performance is below the satisfactory level in most areas.
