



The Office of Residence Life **Graduate Hall Director Performance Evaluation**

GHD Name: Johnny Quintanilla

Supervisor Name: Rick Lofgren

Period of Review: Fall 2011

Please use the following scale to rate the performance of the Graduate Hall Director

- 4-Exceeds Expectations
- 3-Meets Expectations
- 2-Needs Improvement
- 1-Does Not Meet Expectations
- NO-Not Observed
- NA-Not Applicable

### Administrative Tasks

Fall	Spring	
3	NA	Understanding of Advocate/Symplicity
3	NA	Ability to use the Ped system
3	NA	Ability to manage budget/budget responsibilities
3	NA	Timeliness of completion of administrative tasks
3	NA	Organization of administrative tasks
3	NA	Timeliness of follow-up on administrative tasks
4	NA	Is visible during office hours
3	NA	Is visible in the hall
3	NA	Uses email and voicemail appropriately

### Comments, Goals and Strategies for Improvement

Fall	Spring
Johnny is very strong administratively. He completes all tasks on time and is very detailed. Johnny will suggest new ways of completing administrative tasks to keep improving processes for the staff and students he works with. Johnny has indicated that he wants to learn more about administration. I would challenge Johnny to continue to develop a filing and organization system in his office. At times Johnny's office can appear to be disorganized.	

### Student Conduct Process

Fall	Spring	
3	NA	Understanding of JAMS
3	NA	Ability to facilitate conduct meetings
3	NA	Timeliness with due process
3	NA	Ability to assign appropriate sanctions
4	NA	Ability to follow-up with sanction deadlines
3	NA	Understanding of student conduct philosophy

Fall	Spring
Johnny has done well in the area of student conduct. He has heard many and a wide variety of cases. I feel very comfortable with Johnny hearing carresses and never hesitate to give him a case based on the level of severity. I would encourage Johnny to continue to develop his style. I would like for him to sit in on a few cases of other individuals around campus and develop new techniques to help him become more and more successful.	

## Supervision

Fall	Spring
4	NA
3	Effectively utilises one on one meetings
3	Ability to hold staff accountable
3	Ability to treat all staff fairly
3	Ability to build rapport with staff
3	Ability to provide appropriate feedback to staff
4	Receptive to feedback from staff
NO	Ability to document RA performance
4	Appropriate role model for staff
4	Open to feedback from supervisor
3	Ability to change performance based on feedback
4	Seeks out supervisor for assistance when needed

Fall	Spring
<p>Johnny is a great supervisor. He has challenged his staff in many different ways this year. He has even developed new tasks for individuals based on interest to help them develop and grow in their roles. Johnny has great relationships with the staff he supervises and the rest of the HAB team. He has brought many great ideas into the HAB team and has been a great encourager and mentor to the RA team.</p> <p>I would encourage Johnny to watch how he hangs out with specific staff members. There is a perception that he has favorites and treats some differently then others. Please ensure you are treating each staff member fairly.</p>	

## Incidents and Issues

Fall	Spring
3	NA
3	Appropriately handles room conflicts
3	Timeliness of follow-up of issues and incidents
4	Ability to refer students to appropriate resources
4	Timeliness of reporting issues to supervisor
3	Understanding of the duty system
4	Ability to maintain confidentiality of student issues
3	Ability to send appropriate duty reports

Fall	Spring
<p>Johnny does a great job handling crisis and being on duty. He always asks questions when needed and follows appropriate protocol. Johnny always keeps me informed and always tries to follow up with situations as necessary.</p> <p>I would encourage Johnny to gain more confidence in himself as I know he handles issues appropriately he just needs to trust in himself.</p>	

# Student Rapport

Fall	Spring
3	NA
3	NA
3	NA
3	NA
3	NA
3	NA
3	NA

Fall	Spring
Johnny has done a great job building rapport with the students that live in HAB. He has challenged them through conversations in conduct meetings and through his work with the Hall Council. Johnny also has taken the time to continue to educate himself surrounding issues of Diversity becoming a NCBI Diversity facilitator.	

# Residence Education

Fall	Spring
3	NA
3	NA
3	NA
4	NA
3	NA
3	NA
3	NA
3	NA
3	NA

Fall	Spring
Johnny has done a fantastic job supporting Residence Education. Johnny is very respectful to his fellow colleagues. He is also open to receiving feedback from his colleagues as well as myself. Johnny has lead many RA staff meetings and does a great job. He also adds to the development of each RA by having them complete a professional development activity each meeting. In RE meetings Johnny will ask questions when needed and will provide appropriate feedback when necessary.	

## Overall Performance

Please use this space to comment about the GHD's problem solving ability, initiative, attitude, development as a professional and other items related to their performance.

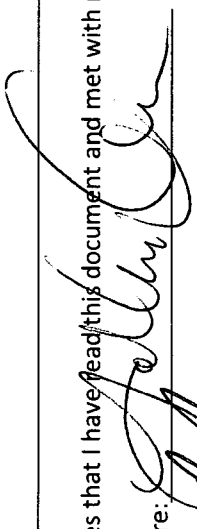
Fall	Spring
<p>Johnny has done a fantastic job in his first semester as a GHD. He has helped build a strong community amongst the RA staff as well as the residents of the building. He has gone above and beyond to develop RA's and help teach them what it means to be a great staff member. I have appreciated Johnny's positive attitude this semester and willingness to learn and take on new tasks. I also appreciate that he wants to continue to grow professionally and take on more responsibilities in his second semester. Johnny always asks questions when needed and helps when needed!</p> <p>I would encourage Johnny to continue to evaluate his supervision skills and ensuring that he is not too close to some that he supervises. I would caution Johnny to maintain a supervisory relationship. I would also challenge Johnny to gain more confidence in himself as he continues on in his position. He knows what he is doing, and just needs to know that he can do it. Finally I would remind Johnny to become more organized in his role and develop an organization system that he can work within! Johnny is a pleasure to work with and I enjoy each opportunity I get to work with him!</p>	

## GHD Comments

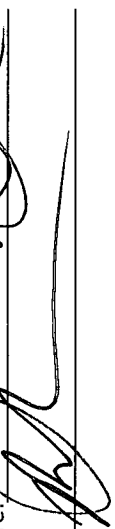
GHD's can use this space to make comments about their performance and the evaluation

Fall	Spring
<p>Based on the conversation I understand the areas in which I need to work towards improving. Rick has mentioned this areas before this our meeting and I have already started to address them. I hope to improve in these areas by the end of the coming semester. I think that each set goal is obtainable and I feel confident in my ability to accomplish them.</p>	

My signature indicates that I have read this document and met with my rater in conference. My signature does not mean that I agree or disagree with the content.

Graduate HD Signature: 

Date: 12/13/11

Supervisor Signature: 

Date: 12/13/11