

Office Assistant Peer Review

Peer Evaluation

Name: _____

Position: _____

Scaled Questions

Read each statement and provide an answer after each statement using the following answer choices:

SA= Strongly Agree/**Always**

A = Agree/**Most times**

N = Neutral /**Sometimes**

D = Disagree/**Rarely**

SD = Strongly Disagree/**Never**

NA = Not applicable/**Not enough Information to answer**

Staff Role and Expectations

	SA	A	N	D	SD	NA
1. He/She/Ze attends team meetings regularly, promptly, and come prepared						
2. He/She/Ze takes notes at team meetings and keeps them organized						
3. He/She/Ze makes sure supplies are available						
4. He/She/Ze provides effective customer service						
5. He/She/Ze is available to other staff						
6. He/She/Ze maintains procedures appropriate to the position						
7. He/She/Ze thoroughly completes paperwork and administrative tasks on time						
8. He/She/Ze serves as a resource to transfer students						
9. He/She/Ze establishes connections and works effectively with other CCD and university partner departments						
10. He/She/Ze utilizes Microsoft Office Suite (Outlook, Word, PowerPoint and Publisher) and Degree Works to do his/her/hir job						
11. He/She/Ze calls in when tardy or absent						
12. He/She/Ze created and presented an electronic portfolio to relay professional and personal growth						
13. He/She/Ze actively works to achieve my performance goals through engaging in feedback and coaching conversations						

Comments:

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TSC Teamwork

	SA	A	N	D	SD	NA
1. He/She/Ze contributes to TSC team goals						
2. He/She/Ze takes initiative when appropriate						
3. He/She/Ze understands the importance of collaboration with others to achieve a common goal						
4. He/She/Ze assists others willingly						
5. He/She/Ze asks for clarification, help, and support when necessary						
6. He/She/Ze contributes effectively to team discussion, planning and execution of programming						
7. He/She/Ze provides constructive feedback to fellow team members						
8. He/She/Ze demonstrates accountability						
9. He/She/Ze is comfortable with his/her/hir ability to work with others who hold different opinions						
10. He/She/Ze is able to work independently						

Comments:

Problem Solving and Decision Making

	SA	A	N	D	SD	NA
1. He/She/Ze anticipates potential problems and plan proactively						
2. He/She/Ze can develop innovative and creative solutions to problems (Ex: Improve workshops and procedures)						
3. He/She/Ze recognizes and use the skills of others to solve problems						
4. He/She/Ze takes initiative to create new TSC workshops, paperwork, procedures and processes						
5. He/She/Ze has attained skills that better prepare him/her/hir to help resolve conflicts						
6. He/She/Ze has increased his/her/hir ability to make effective decisions						

Comments:

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Communication

	SA	A	N	D	SD	NA
1. He/She/Ze provides other team members with clear, timely, and organized information						
2. He/She/Ze provides students with clear, timely, and organized information/Show & Tell						
3. He/She/Ze listens to and respond professionally to others						
4. He/She/Ze understands the importance of encouraging and utilizing inclusive language						
5. He/She/Ze provides effective oral and written communication						
6. He/She/Ze keeps CCD staff and students informed of upcoming events and programs						
7. He/She/Ze returns phone calls and respond to messages and emails in a timely manner						
8. He/She/Ze is aware of and manage his/her/hir non-verbal communication						
9. He/She/Ze has a better understanding of how to interpret others' non-verbal communication						
10. He/She/Ze manages conflict effectively						

Comments:

Interpersonal Relationships

	SA	A	N	D	SD	NA
1. He/She/Ze treats other team members with fairness, respect, and integrity						
2. He/She/Ze creates an environment in which others feel safe expressing themselves						
3. He/She/Ze offers positive recognition, encouragement, and support to other team members						

Comments:

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Commitment to Diversity and Social Justice

	SA	A	N	D	SD	NA
1. He/She/Ze demonstrates an appreciation and support for all diversity						
2. He/She/Ze is comfortable with his/her/hir ability to work with others from different backgrounds						
3. He/She/Ze creates an atmosphere of civility, responsibility, and mutual respect for others						

Comments:

Leadership Development

	SA	A	N	D	SD	NA
1. He/She/Ze is comfortable leading a group of individuals						
2. He/She/Ze is aware of his/her/hir strengths and limitations as a leader						
3. He/She/Ze understands and appreciates differences in leadership styles						
4. He/She/Ze shows ability to both lead and follow in groups						

Comments:

Open Ended Questions

1. Please comment on your individual strengths:

2. Please comment on your individual areas of improvement:

3. Please add additional comments here: