

## **Tutor Evaluation Checklist**

### **Attendance:**

- \_\_\_\_\_ Attended tutoring hours faithfully
- \_\_\_\_\_ Arrived on time or early
- \_\_\_\_\_ Worked whole sessions (no early departures)
- \_\_\_\_\_ Faithfully informed lab director about missed sessions
- \_\_\_\_\_ Faithfully made up any sessions missed

### **Lab Procedures:**

- \_\_\_\_\_ Remembered to sign in and sign out of AccuTrac
- \_\_\_\_\_ Was available at or near tutor stations to facilitate client contacts
- \_\_\_\_\_ Filled out Tutoring Slips for sit-down clients
- \_\_\_\_\_ Made sure clients signed into AccuTrac and supplied complete information for tutoring slip
- \_\_\_\_\_ Asked for assignment prompt or checked assignment notebook

### **Tutoring Skills:**

- \_\_\_\_\_ Was polite, patient, attentive and helpful with clients
- \_\_\_\_\_ Accurately assessed assignments to determine successful or weak areas
- \_\_\_\_\_ Elicited suggestions from clients, and talked less than they did
- \_\_\_\_\_ Clearly identified appropriate resources for addressing weaknesses
- \_\_\_\_\_ Enabled clients to become increasingly independent

### **Professionalism**

- \_\_\_\_\_ Dressed appropriately
- \_\_\_\_\_ Maintained personal boundaries, both physically and intellectually
- \_\_\_\_\_ Demonstrated professionalism in manner and speech
- \_\_\_\_\_ Was readily and visibly available to clients
- \_\_\_\_\_ Interacted appropriately with other tutors

### **Comments from evaluator and tutor**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Self-Evaluation for Learning Lab Tutors

Name\_\_\_\_\_

1. After reviewing the list of responsibilities on your contract, how would you rate your performance as a tutor? Discuss any *significant* strengths and weaknesses.
2. How have your abilities and skills improved while you have served as a tutor? In what ways have you addressed any areas for improvement you discovered?
3. How effectively do you communicate with students? Give examples.
4. In what ways do you help students solve their own problems with their assignments, without taking over the process yourself? Give examples.
5. How do you arranged for necessary absences, accommodations, and adjustments, especially when you can't work your assigned shift? Give examples.

6. In each of these areas, what are your professional development goals?  
a. commitment to the mission of the Academic Support Center

b. tutoring/teaching skills and techniques

c. material and time management (timesheets, logs, handout alerts, etc.)

7. How could your supervisor make your job better for you?

8. How could the Academic Support Center improve services for students?