

**Cal Poly Pomona Foundation Housing Service  
Residence Life Community Advisor Evaluation-Fall 2002**

**CA INFORMATION**

Community Advisor's Name: _____	Buildings: _____
Supervisor's Name: _____ Evaluation Period: Fall 2003 Date of Evaluation: _____	

**RATING SCALE**

(CR) = Cannot respond	(DME) = Does not meet expectations
(ME) = Fulfills minimum expectations the majority of the time	(FME) = Fully Meets Expectations with quality work

**ACADEMIC RESPONSIBILITIES**

1. Role models and encourages positive academic behaviors, and helps students to create an environment that is conducive to studying by reinforcing quiet hours and encouraging students to actively talk with one another concerning courtesy/quiet hours.	CR	DME	ME	FME
2. Orients students to academic advising resources.	CR	DME	ME	FME
3. Respects the confidential nature of student records and communication.	CR	DME	ME	FME
<b>Comments:</b>				

**COMMUNITY RESPONSIBILITIES**

1. Works an average of 20 hours per week.	CR	DME	ME	FME
2. Is visible and available to residents. Is in the Village 3-4 nights per week.	CR	DME	ME	FME
3. Actively supports the philosophies of the FHS Mission Statement. Appreciates the growth and development of all residents, respects and supports appreciation of diversity and maintains a healthy community environment.	CR	DME	ME	FME
4. Held at least two living group meetings to build community and address residents' concerns.	CR	DME	ME	FME
5. Assists students with personal, social and academic concerns.	CR	DME	ME	FME
6. Maintains a welcoming environment for all residents by providing door decorations and facilitating the development of informational, educational and entertaining bulletin boards.	CR	DME	ME	FME
7. Role models and encourages respect for individual differences.	CR	DME	ME	FME
8. Actively intervenes in and documents all disruptive situations. Provides accurate written information about all community standards.	CR	DME	ME	FME
9. Abides by and enforces University Village and university policies.	CR	DME	ME	FME
<b>Comments:</b>				

**HELPING RESPONSIBILITIES**

1. Is familiar with campus and community services.	CR	DME	ME	FME
2. Responds to crisis and emergencies and serves as a resource/referral agent.	CR	DME	ME	FME
3. Works to identify individual concerns or conflicts, and discusses these behaviors with the student.	CR	DME	ME	FME
4. Helps residents resolve personal concerns, especially in regard to relationships, interpersonal skills, and academic problems.	CR	DME	ME	FME

**Comments:****LEADERSHIP RESPONSIBILITIES**

1. Demonstrate exemplary behavior and follow all departmental, Foundation, and university policies.	CR	DME	ME	FME
2. Works to identify situations that are of concern to residents and works to remedy these situations.	CR	DME	ME	FME
3. Helps residents in their academic pursuits through individual attention, sharing information, teaching academic skills, and offering educational programming.	CR	DME	ME	FME
4. Helps students develop social, academic, and interpersonal skills by promoting student involvement and leadership within the residential community, Foundation and the University. Role model integrity-based decision making skills.	CR	DME	ME	FME
5. Creates links between academic development and student development.	CR	DME	ME	FME

**Comments:****MANAGEMENT RESPONSIBILITIES**

1. Actively participates in Village openings and transfer periods.	CR	DME	ME	FME
2. Ensures distribution, completion and collection of all survey and assessment instruments used by FHS. Participates in the prompt and accurate delivery of the Village View.	CR	DME	ME	FME
3. Completes all reasonable tasks as assigned by Residence Life and/or by the immediate supervisor within designated deadlines	CR	DME	ME	FME

**Comments:****TEAM MEMBER RESPONSIBILITIES**

1. Actively participates in all training sessions and models a positive attitude.	CR	DME	ME	FME
2. Actively participates in all meetings as assigned by immediate supervisor.	CR	DME	ME	FME
3. Performs other duties as assigned by supervisor or the ADRL.	CR	DME	ME	FME
4. Actively promotes positive working relationships with staff, which includes modeling open and direct communication and constructively addressing/resolving issues or concerns	CR	DME	ME	FME
5. Actively supports other team members during their programs.	CR	DME	ME	FME

**Comments:****DEPARTMENTAL RESPONSIBILITIES**

1. Properly uses all University Village keys.	CR	DME	ME	FME
2. Properly uses the on-duty pagers.	CR	DME	ME	FME
3. Prepared to participate in the tour schedule for potential residents to view an entire apartment. Ensures that their roommates know when the apartment will be shown and keeps every room neat and orderly during their tour dates	CR	DME	ME	FME

**Comments:**

### ON DUTY RESPONSIBILITIES

1. Is on duty and present on the property (includes office duty, remaining on the premises, and being available by pager) on designated evenings and weekends.	CR	DME	ME	FME
2. Works from 4:30 pm to 5:00 pm in the Community Center main office as part of the duty shift. Works with the office staff to transition the operations for the evening to the CA office.	CR	DME	ME	FME
3. Confronts and documents students and staff who are in violation of FHS License Agreement, Village Handbook, Foundation or university policies.	CR	DME	ME	FME
4. Responds to and manages crises, and/or emergencies which may occur in the Village.	CR	DME	ME	FME
5. Participates in the on-duty rotation, including weekends and break periods.	CR	DME	ME	FME
6. Emails incident reports to the ADRL within 24 hours of the incident. Fills out the incident report accurately and completely.	CR	DME	ME	FME
7. Checks the office bible and follows up on all assigned tasks every duty shift.	CR	DME	ME	FME
8. Does rounds efficiently and checks all the areas that are required.	CR	DME	ME	FME
<b>Comments:</b>				

### PROGRAMMING

1. Performs regular outreach into sub-community or area, meeting and interacting with residents on a regular basis.	CR	DME	ME	FME
2. Completes minimum programming requirements as outlined in the CA manual.	CR	DME	ME	FME
3. Actively participates in assigned team programming group.	CR	DME	ME	FME
4. Participates and attends all staff programming.	CR	DME	ME	FME
5. Submits pre-programming reports on time and fills in programming database within two days of program.	CR	DME	ME	FME
6. Works with RD to establish goals and plans for programs.	CR	DME	ME	FME
7. Submits program dates and information when requested for weekly, monthly and quarterly calendars.	CR	DME	ME	FME
8. Turns in receipt form and change within two days of the program.	CR	DME	ME	FME
<b>Comments:</b>				

### EDUCATIONAL COMMUNITY DEVELOPMENT

1. Role models and encourages mutual respect, communication, and cooperation between residents, apartment members, student staff and Village staff.	CR	DME	ME	FME
2. Assists students in developing community standards for their individual apartment communities.	CR	DME	ME	FME
3. Works with students to develop conditions conducive to personal privacy, quiet study times and academic endeavors.	CR	DME	ME	FME
4. Facilitates timely and appropriate educational interventions through dialogue, mediation and documentation of inappropriate behaviors and attitudes.	CR	DME	ME	FME
5. Maintains a clean and orderly apartment, working with their roommates to keep the common areas clean and welcoming for guests.	CR	DME	ME	FME
<b>Comments:</b>				

### INDIVIDUAL ADVISING

1. Serves as an initial source of support for students who are experiencing personal and/or academic concerns.	CR	DME	ME	FME
2. Act as a referral source of such offices as Counseling and Psychological Services, Student Health Services, the Career Center, Parking Services, University Police department, Stop Violence Office, etc.	CR	DME	ME	FME
3. Meets with residents to resolve roommate conflicts and disciplinary problems within the area of responsibility.	CR	DME	ME	FME
<b>Comments:</b>				

### ADMINISTRATION

1. Ensures that students and staff are aware of Village, Foundation, and university policies and regulations relating to fire and safety through orientation programs and written notification. Follow up appropriately on any safety related concerns.	CR	DME	ME	FME
2. Encourages staff and students to cooperate with facilities and office staff.	CR	DME	ME	FME
3. Administers room and mailbox keys, including issuances, maintenance of accurate records, and timely accounting for replacement keys.	CR	DME	ME	FME
4. Perform routine Operations functions accurately and in a timely fashion, including: check-ins and check-outs; transfers; providing accommodations for students and University guests.	CR	DME	ME	FME
5. Checks voicemail and email daily. Returns messages daily. Checks office in box on a daily basis.	CR	DME	ME	FME
6. Coordinates departmental assessment tools (i.e. surveys of our students, the opinion meter etc.)	CR	DME	ME	FME
7. Actively participates in transition periods in the Village, from spring to summer and summer to fall.	CR	DME	ME	FME
8. Participates in staff rotation during break periods in the Village.	CR	DME	ME	FME
9. Completes reasonable tasks assigned by the RDs, ADRL, AD of Operations, or Director of Housing	CR	DME	ME	FME
10. Reports facilities concerns by submitting work orders.	CR	DME	ME	FME
11. Immediately report all unsafe situations and emergencies.	CR	DME	ME	FME
12. Turns in all administrative paperwork on time (duty change request forms, permission to leave forms, receipt forms etc.)	CR	DME	ME	FME
13. Contacts the RD on duty when switching the pager with another CA.	CR	DME	ME	FME
<b>Comments:</b>				

### PUBLIC RELATIONS

1. Be supportive and work towards the goals and objectives of FHS, Cal Poly Pomona Foundation and the university.	CR	DME	ME	FME
2. Serves as a role model by becoming familiar with and adhering to the FHS License Agreement, Village Handbook, and university policies and regulations.	CR	DME	ME	FME
<b>Comments:</b>				

**AVAILABILITY**

1. Is in the community most evenings and sleeps in the provided accommodations every night. Prior approval must be obtained before spending a night off the property.	CR	DME	ME	FME
2. Time is taken away from the Village on a regular basis with approval from the supervisor.	CR	DME	ME	FME
3. Answers the home phone every time it rings.	CR	DME	ME	FME
4. Is visible in their community by visiting each apartment on a regular basis.	CR	DME	ME	FME
5. Leaves a message for the direct RD when not staying in the Village for one or more nights.	CR	DME	ME	FME

**Comments:****ORGANIZATIONAL RELATIONSHIPS**

1. Reports to assigned supervisor.	CR	DME	ME	FME
2. Develops a positive working relationship with the Director of Housing; AD of Operations; ADRL, Facilities Manager; and student assistant staff members.	CR	DME	ME	FME
3. Serves as a liaison with FHS and other University and Foundation personnel such as University Police, etc.	CR	DME	ME	FME

**Comments:****Overall Evaluation****Strengths:****Areas for Improvement****ACKNOWLEDGEMENTS**

I met with the student being evaluated on \_\_\_\_\_ and discussed the content of this assessment.

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

I have received a copy of this assessment and have had its contents discussed with me by my supervisor. I understand that I have the opportunity to respond in writing to this assessment.

Community Advisor Signature\_\_\_\_\_

Date\_\_\_\_\_

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