Student Learning Outcomes Sample Assessments

Employment/Involvement Self-Assessment

Name: ___________________________ Date: ___________________________

Employment/Involvement
Area: ___________________________

Please think back and reflect upon your employment/involvement experience with Student Activities. Knowing what you know now, please rate your abilities as they were at the beginning of your employment/involvement. Then rate your abilities as you perceive them now. The scale is as follows:

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Somewhat Agree</th>
<th>Neutral</th>
<th>Somewhat Disagree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Customer Service
I feel I have a strong understanding of what it means to provide good customer service.

August 7 6 5 4 3 2 1
May 7 6 5 4 3 2 1

Teamwork/Group Dynamics
I believe that I work well with others and can facilitate positive work environments through interaction with individuals and groups.

August 7 6 5 4 3 2 1
May 7 6 5 4 3 2 1

Communication Skills
I am confident in my communication skills and feel that I am able to discuss/resolve problems in a professional manner.

August 7 6 5 4 3 2 1
May 7 6 5 4 3 2 1

Leadership
I am confident in my leadership skills and can effectively execute daily responsibilities and tasks in a professional manner.

August 7 6 5 4 3 2 1
May 7 6 5 4 3 2 1

Honesty/Integrity
I feel I can gain the trust of others through my self-management of emotions and my moral reasoning, while at the same time feeling comfortable in expressing my views.

August 7 6 5 4 3 2 1
May 7 6 5 4 3 2 1
Time Management/Organizational Skills
I am confident in my ability to produce high quality work in relation to the time and specifications given, whom the work is for, and with whom I will be working.

August  7  6  5  4  3  2  1
May  7  6  5  4  3  2  1

Understanding Differences/Diversity
I believe I am respectful, tolerant, and sensitive when I work with or help others who are different from me.

August  7  6  5  4  3  2  1
May  7  6  5  4  3  2  1

Personal Development
I am confident in my ability to make educated decisions based on observation, experience, reflection, reasoning, and communication.

August  7  6  5  4  3  2  1
May  7  6  5  4  3  2  1
**RU Department of Student Activities**  
**Student Employee Evaluation Form**

4 = Exceeds expectations: routinely performs beyond expectations.  
3 = Meets expectations: work is at required performance level  
2 = Performance is inconsistent and needs improvement  
1 = Work does not meet expectations  
n/a = Not applicable to this position or insufficient opportunity to observe.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1. Identifies the sources from which appropriate information is available</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>2. Prepares and implements effective marketing, promotional tools, and directions</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>3. Interprets policies, procedures, rules, etc., appropriate to scope of responsibilities</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>4. Initiates contact and communicates with customers</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>5. Presents image that is appropriate to the work setting</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Describes in own words the role of the dept. and its place in the university setting</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>2. Identifies the different areas within the department</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>3. Articulates the daily operations of the unit he/she works in and how these operations fulfill the mission of the department</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
</tbody>
</table>
| 4. Practices department/workplace skills:  
  - Teamwork (demonstrates ability to work collaboratively with others) | 4 3 2 1 n/a | 4 3 2 1 n/a |
  - Problem solving (resolves work-related problems constructively) | 4 3 2 1 n/a | 4 3 2 1 n/a |
  - Quality efforts/work (produces high-quality work to the specifications given) | 4 3 2 1 n/a | 4 3 2 1 n/a |
| Comments: | | |

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Uses verbal and non-verbal communication skills appropriate to department setting</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>2. Consistently makes contact with supervisor</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>3. Develops critical thinking to provide supported and integrated conclusions</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>4. Answers work-related correspondence in a timely manner</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>5. Thoroughly completes reports, paperwork, etc.</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>6. Correctly articulates another's viewpoint or request</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>7. Follows directions with adequate speed and accuracy</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1. Organizes tasks, meetings, and people to achieve desired outcomes</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>2. Trains/assists in training other student staff members</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>3. Delegates responsibility when necessary</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>4. Takes initiative</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>5. Asks for assistance when appropriate</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>6. Researches and seeks input in order to accurately respond to users' needs</td>
<td>4 3 2 1 n/a</td>
<td>4 3 2 1 n/a</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*page 1 of 2*
**Honesty/Integrity**

1. Understands the RU Honor Code
2. Assumes responsibility for his/her own decisions and behaviors
3. Defends accuracy/fairness of own decisions regarding policies, rules, & procedures
4. Applies acquired knowledge in practical ways

**Time Management/Organizational Skills**

1. Explains the importance of meeting set deadlines and recognizes implications if deadlines are missed
2. Completes workload and responsibilities with efficiency and accuracy
3. Articulates the necessity of and maintains office/work hours
4. Schedules, prepares, and monitors a diverse programming/publication/trip schedule

**Differences and Diversity**

1. Works and communicates effectively with others, including people from different cultures and backgrounds
2. Treats people who are different from himself/herself equally, fairly, cordially, and with respect
3. Develops/attends programs designed to enhance understanding of different cultures
4. Collaborates to create innovative programs/publications/trips

**Personal Development**

1. Uses feedback/criticism constructively
2. Develops willingness to learn and train for new or related tasks
3. Develops self-confidence
4. Resolves/assists in resolving interpersonal and/or team conflicts
5. Displays a positive attitude and forward-thinking outlook
6. Exercises sound judgment and willingness to offer suggestions
7. Manages academics, work, free-time, and other involvement

---

**Supervisor signature:**

**Date:**

My signature below indicates that I have reviewed this document and have discussed the contents with my supervisor. My signature does not imply that I agree with the contents of this evaluation.

**Employee's signature:**

**Date:**
# CAMPUS RECREATION EVALUATION FORM

**OFFICIAL**

**NAME OF OFFICIAL:** __________________________  **DATE:** ____________

**# YEAR(s) OF SERVICE:** ____________

**SEMESTER:** __________________________

<table>
<thead>
<tr>
<th>Rank</th>
<th>Student Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dependable and punctual in performing duties</td>
</tr>
<tr>
<td></td>
<td>Effectively communicates and listens to needs</td>
</tr>
<tr>
<td></td>
<td>Displays professional attitude, behavior, and respect</td>
</tr>
<tr>
<td></td>
<td>Knowledgeable of policies, rules and/or equipment operation</td>
</tr>
<tr>
<td></td>
<td>Willingness to work help/work well with others</td>
</tr>
<tr>
<td></td>
<td>Identifies potential concerns and provides input in resolving the concerns</td>
</tr>
</tbody>
</table>

**COMMENTS REGARDING SCOREKEEPER’S STRENGTHS:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**AREAS FOR IMPROVEMENT:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**3 GOALS FOR PROFESSIONAL DEVELOPMENT:**

1. ______________________________________________________________________

2. ______________________________________________________________________

3. ______________________________________________________________________

**SIGNATURES:**

________________________________________________________________________

(evaluator) (print name)

I **agree** / **disagree** with the evaluator’s comments and recommendations. (please circle one)

________________________________________________________________________

(scorekeeper) (print name)
# Hurlburt Student Center / Heth Hall Conference/ Meeting Survey

We continuously look for ways to improve the quality of our services, facilities, and programs. Your feedback is valuable. Please take a moment to complete the following survey.

<table>
<thead>
<tr>
<th>Organization / Group</th>
<th>Date of event</th>
<th>Room Name / Location</th>
</tr>
</thead>
</table>

**Please evaluate the following:**

<table>
<thead>
<tr>
<th>Overall facility</th>
<th>Rank</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - Excellent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting Room(s)</th>
<th>Rank</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - Excellent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student staff</th>
<th>Rank</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - Excellent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Dependable and punctual
- Effectively communicates and listens to needs
- Displays professional attitude, behavior and respect
- Knowledgeable of policies, rules and/or equipment operation
- Willingness to help/ work well with others
- Identifies potential concerns and provides input in resolving the concerns

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Rank</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - Excellent</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Availability</th>
<th>Rank</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - Excellent</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Timely arrival</th>
<th>Rank</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - Excellent</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall condition</th>
<th>Rank</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - Excellent</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Rank</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>5 - Excellent</td>
<td></td>
<td></td>
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</tbody>
</table>

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https://php.radford.edu/~stuact/surveys/meeting_survey.php

2/7/2011
Club Programming Committee Survey

Your organization was allocated funds by the Club Programming Committee. Please take a moment to fill out the survey below to assist us in assessing the fund allocation process so we can better serve RU's Clubs and Organizations.

Please take a moment to complete the following survey.

Organization / Group Name

Please evaluate the following:

Did your club/organization apply for funding for an event?  

Rank: Event

Were the application and guidelines for funding easily accessible and understood?

Yes

Recommended improvements:

If your funding allocation was for an on-campus event, how many individuals were in attendance?

Students

Faculty/Staff

General Public

How did you promote your event?

Printed Materials

Explain other:

Was any kind of assessment tool used following the event to measure attendee's satisfaction?

Yes

If yes, explain results:

If your funding allocation was for travel, how many students/faculty/staff traveled?

Students

Faculty/Staff

If the travel involved student/faculty/staff presentations please list names of participants and title of presentations.

Participants names / Presentations:

Were awards granted to any student/faculty/staff in relation to the travel? Please indicate award, recipient name and identify as student/faculty/staff.

Award information:

Explain how the travel or event benefited Radford University and/or its students?

Additional Comments:

Send | Clear
Club Fair 2010 Evaluation
Clubs and Organizations

What was your overall level of satisfaction with this year's Club Fair?
( ) satisfied ( ) neutral ( ) dissatisfied

How did you find out about Club Fair?
( ) Remembered from last year
( ) Advisor reminded you
( ) Portal
( ) Ru-Involved/Student Activities website
( ) Other ____________

Were you pleased with the online RU-involved registration process? ( ) Yes ( ) No
Why or why not?

Were you pleased with the check-in process the day of Club Fair? ( ) Yes ( ) No
Why or why not?

Were you pleased with your table placement? ( ) Yes ( ) No
Why or why not?

How many students visited your table?
( ) 25-50 ( ) 50-75 ( ) 75-100 ( ) 100-150 ( ) more than 150

What recommendations do you have to improve Club Fair?
Student Leader Resources Center Survey of Your Recent Visit

Thank you for visiting the Student Leader Resources Center in Hurlburt Student Center.
With the most recent visit to the SLR in mind, please complete the following survey.

In order to complete the survey, please underline or bold your response to the following questions.

Approximately how often do you visit the SLR?

☐ Daily
☐ Twice a week or more
☐ Once a week
☐ Rarely

What type of materials/services do you mainly use in the SLR?

☐ Printer/Copier
☐ Banner Paper
☐ Paper Cutter
☐ Ellison Press (Letter Cutter)
☐ Computers
☐ Leadership Library
☐ Mailboxes

Please evaluate the following: (5-Excellent  4-Good  3-Fair  2-Poor  1-N/A)

<table>
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<tr>
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</tr>
<tr>
<td></td>
<td>Identifies potential concerns and provides input in resolving the concerns</td>
</tr>
</tbody>
</table>

Please rate your overall satisfaction with the services provided by the Leadership Consultants?

☐ Very satisfied
☐ Satisfied
☐ Neutral
☐ Dissatisfied
☐ Very dissatisfied

In order to accommodate your organization’s needs, what resources/supplies would you like to see available to you in the future?

Please tell us what you like most about your visit to the SLR (please check all that apply).

☐ Various resources (computers, printers, copiers)
☐ Courteous staff
☐ Clean work areas
☐ Hours of operation
☐ Other
**Whim Surveys, Fall 2010**

*Please answer the following questions:*

1. How often do you view Whim Internet Magazine?
   - Daily  Weekly  Monthly  Once in a while  Never*

   *If you answered NEVER, please skip to the bottom of the survey.*

2. How would you rate the content of Whim?
   - 5  4  3  2  1  N/A

3. How would you rate the photos and graphics of Whim?
   - 5  4  3  2  1  N/A

4. How would you rate the writing for Whim?
   - 5  4  3  2  1  N/A

5. How would you rate the overall appearance of Whim?
   - 5  4  3  2  1  N/A

6. How would you rate the ease of navigation of Whim?
   - 5  4  3  2  1  N/A

7. How would you rate Whim as a whole?
   - 5  4  3  2  1  N/A

8. What section(s) do you enjoy the most?
   - Arts  Life  Ritz  Tech  Vent  All equally  N/A

**How did you hear about Whim?**

**What stories would you like to see Whim cover next semester?**

**Please list any additional comments you have or suggestions about Whim:**