

# Keystone SMILES Member Evaluation

Mid – Term  Final



Member's Name: \_\_\_\_\_ Evaluator's Name: \_\_\_\_\_

CHARACTERISTIC	DISTINGUISHED ACHIEVEMENT	MERIT ACHIEVEMENT	ACCEPTABLE ACHIEVEMENT	LESS THAN ACCEPTABLE ACHIEVEMENT	LACK OF ACHIEVEMENT
<b>Citizenship Skills</b>					
<b>INITIATIVE</b> Ingenuity / Self-reliance Planning / Ambition	100 99 98 95 92 91 90 Consistent Self-Starter	89 88 87 86 83 82 81 80 Often Keeps Self Engaged in Job Responsibilities	79 78 77 76 73 72 71 70 Generally Works Well With Others	69 68 67 66 63 62 61 60 Seldom Works Well With Others	59 58 57 56 53 52 51 50 Does Not Work Well With Others
<b>DEPENDABILITY</b> Follows Instructions Punctuality / Attendance	100 99 98 95 92 91 90 Consistently Reliable	89 88 87 86 83 82 81 80 Dependable Most of the Time	79 78 77 76 73 72 71 70 Ordinarily Reliable	69 68 67 66 63 62 61 60 Often Not Dependable	59 58 57 56 53 52 51 50 Consistently Unreliable
<b>COOPERATION</b> With Supervisor and Public With Fellow Members and Staff	100 99 98 95 92 91 90 Inspires Others	89 88 87 86 83 82 81 80 Quick to Volunteer and Assist	79 78 77 76 73 72 71 70 Sometimes Finds Work for Self	69 68 67 66 63 62 61 60 Seldom Finds Work Without Supervision	59 58 57 56 53 52 51 50 Needs Constant Supervision
<b>RESPONSIBILITY</b> Accepts Assignments Follows Policies	100 99 98 95 92 91 90 Consistently Accountable	89 88 87 86 83 82 81 80 Responsible in Most Instances	79 78 77 76 73 72 71 70 Accountable in Some Instances	69 68 67 66 63 62 61 60 Not Often Accountable	59 58 57 56 53 52 51 50 Consistently Irresponsible
<b>Service-Specific Skills</b>					
<b>COMMUNICATION</b> With Peers / Beneficiaries Stakeholders / Executive Dir.	100 99 98 95 92 91 90 Consistently Demonstrates Superior Communication	89 88 87 86 83 82 81 80 Often Informs the Appropriate Personnel	79 78 77 76 73 72 71 70 Provides Information When Asked	69 68 67 66 63 62 61 60 Does Not Prioritize Providing Information	59 58 57 56 53 52 51 50 Never Demonstrates Any Interest to Communicate
<b>QUALITY OF SERVICE</b> Accuracy / Neatness Thoroughness / Economy	100 99 98 95 92 91 90 Consistently Superior Quality of Service	89 88 87 86 83 82 81 80 Sometimes Superior Performance	79 78 77 76 73 72 71 70 Consistently Satisfactory Service Quality	69 68 67 66 63 62 61 60 Often Not Acceptable Performance	59 58 57 56 53 52 51 50 Consistently Unsatisfactory Quality of Service
<b>QUANTITY OF WORK</b> Productivity Time on Task	100 99 98 95 92 91 90 Consistently Exceeds Requirements	89 88 87 86 83 82 81 80 Often Exceeds Requirements	79 78 77 76 73 72 71 70 Meets Requirements	69 68 67 66 63 62 61 60 Often Below Requirements	59 58 57 56 53 52 51 50 Consistently Below Requirements
<b>INNOVATION</b> Creativity, Resourcefulness, Ingenuity	100 99 98 95 92 91 90 Consistently Exceeds Expectations	89 88 87 86 83 82 81 80 Adequate Innovative Effort	79 78 77 76 73 72 71 70 Occasionally Lacks Creativity	69 68 67 66 63 62 61 60 Often Lacks Ingenuity	59 58 57 56 53 52 51 50 Never Utilizes Resources Creatively
<b>Service-Learning Skills</b>					
<b>NEEDS ASSESSMENT</b> Knowledge of assessing student and community needs	100 99 98 95 92 91 90 Consistently Demonstrates Superior Knowledge	89 88 87 86 83 82 81 80 Often Demonstrates Sound Assessment Ability	79 78 77 76 73 72 71 70 Effectively Assesses with Assistance	69 68 67 66 63 62 61 60 Does Not Prioritize Assessment	59 58 57 56 53 52 51 50 Never assesses community or student need
<b>PLANNING</b> Ability to design effective projects and activities	100 99 98 95 92 91 90 Consistently Superior Planning Skills	89 88 87 86 83 82 81 80 Frequently Plans Effectively	79 78 77 76 73 72 71 70 Satisfactory Planning Ability	69 68 67 66 63 62 61 60 Often Unacceptable Performance	59 58 57 56 53 52 51 50 Consistently Unsatisfactory Planning
<b>IMPLEMENTATION</b> Ability to effectively implement planned activities	100 99 98 95 92 91 90 Consistently Exceeds Expectations	89 88 87 86 83 82 81 80 Often Exceeds Expectations	79 78 77 76 73 72 71 70 Meets Expectations	69 68 67 66 63 62 61 60 Often Below Expectations	59 58 57 56 53 52 51 50 Consistently Below Expectations
<b>EVALUATION</b> Knowledge of methods for evaluating project outcomes	100 99 98 95 92 91 90 Consistently Provides Superior Evaluation	89 88 87 86 83 82 81 80 Adequate Evaluation Effort	79 78 77 76 73 72 71 70 Occasionally Inadequate Evaluation Methods	69 68 67 66 63 62 61 60 Often Neglects Evaluation	59 58 57 56 53 52 51 50 Never Utilizes Evaluation

Evaluator Signature: \_\_\_\_\_ Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_