

Affiliate ID: _____ Performance Period: _____
 Employee Name: _____ Position: _____
 Supervisor: _____ Department: _____

IMPORTANT: Review the **Writing Center Habits of Mind** (p. 2) as you fill out this form.

RESULTS Summarize your performance against core job duties, projects and/or defined goals for the semester. Use examples or bullet points.

CORE EXPECTATIONS (How results were accomplished - behaviors)

Core Expectations for Staff

U N I V E R S I T Y	Inquisitiveness	•
	Leadership	•
	Openness	•
	Creativity	•
	Persistent Engagement	•
	Responsibility	•
	Flexibility	•
	Reflexivity	•

PLANNING (next 8 weeks)

F O C U S	Performance (core job duties, projects and defined goals)	Development (plans, expectations and resources)
	•	•

Writing Center Habits of Mind							
Inquisitiveness	Leadership	Openness	Creativity	Persistent Engagement	Responsibility	Flexibility	Reflexivity
<ul style="list-style-type: none"> Asks questions about the Writing Centers and UASP in order to improve their understanding of their role Demonstrates an interest in the underlying philosophy, pedagogy, and theory of Writing Center work by seeking out research and reflecting on experience in the center(s) 	<ul style="list-style-type: none"> Builds rapport with colleagues and student users Understands the mission of the center and can articulate how it applies to their work Takes a lead role in group projects within the center Offers to take on additional tasks when duties are completed Takes the initiative to start or suggest new projects for the benefit of the center, its staff, and the students Helps other students and staff within the center achieve common goals, complete tasks, or understand content. 	<ul style="list-style-type: none"> Willingly asks for and accepts feedback about their work performance Willing to consider new ways of thinking or acting within the center Adapts communication style to fits the needs or preferences of others Contributes positively to the creation of a safe, positive learning environment for students and staff 	<ul style="list-style-type: none"> Uses critical thinking skills to propose solutions to problems Attempts new strategies or ways of tutoring by adapting to the students with whom they work 	<ul style="list-style-type: none"> Invests time to develop current and new skills in order to better perform in job duties Focuses on providing excellent services to the students who enter the center Contributes consistently to short and long term projects in the center 	<ul style="list-style-type: none"> Adheres to all due dates and meeting expectations Communicates conflicts in personal schedule or center schedule ahead of time and takes the initiative to resolve them Maintains regular communication with supervisor Adheres to all Writing Center policies and philosophies 	<ul style="list-style-type: none"> Willingness to try new things with regard to position Able to troubleshoot situations with or without aid of peers and supervisor Adapts to changes in procedures or policies 	<ul style="list-style-type: none"> Debriefs/reflects in appropriate public and private settings to evaluate performance Seeks opportunities to debrief with supervisor or colleagues with the purpose of improving self and services Models reflection and reflexivity in writing for student writers and encourages them to do the same