

## Resident Assistant Development Plan & Evaluation

<b>RA Name:</b>	Jaqwah Lewis
<b>Community:</b>	Whitehurst
<b># of Semesters worked as RA (including current semester):</b>	3
<b>UIN:</b>	01226242
<b>Supervisor:</b>	Zekeia Marshall

### Development Plan & Evaluation Purpose

Student staff members job performance are reviewed to ensure that departmental expectations and supervisor expectations are met. This process also assesses the work performance of the student staff member throughout the designated term. The development plan accompanies the evaluation process to support a learning centered approach, to promote career development, and student staff member success.

### Format & Timeline

This process documents the progress and assessment of the student staff member throughout entire academic year.

Fall Semester	
Timeline/Due Date	Task
First 2 Weeks of Semester	Student staff and Supervisors will meet to complete the "Evaluation" and "Development" section.
Due November 1	Student Staff must complete the self-evaluation section and development plan assessment then return to supervisor.
Due November 15	Supervisors will take data from RA's self-eval, documented employee discipline, and overall work performance to complete the evaluation from.
November 18 – December 13	Supervisors and RAs meet to review and complete the form. This is an opportunity to continue discussions about job performance including highlights and goals for continued growth.
Spring Semester	
Timeline/Due Date	Task
Due March 28	Student Staff must complete the self-evaluation section and development plan assessment then return to supervisor.
Due April 18	Supervisors will take data from RA's self-eval, documented employee discipline, and overall work performance to complete the evaluation from.
April 21– May 2	Supervisors and RAs meet to review and complete the form. This is an opportunity to continue discussions about job performance including highlights.
Due May 5	Signed copies of completed document are to be submitted to your Assistant Director.

## EVALUATION

Rate the five performance categories outlined in your work agreement on how confident you are and your ability to fulfill those responsibilities.

**Scale:**

4 - Very Confident                      3 - Somewhat Confident                      2 - Somewhat Unconfident                      1 - Very Unconfident

Performance Category	Ranking
<b>Community Engagement &amp; Development:</b> Presence on floor, support educational living environment, complete bulletin boards & floor decorations, host programs	<input type="checkbox"/> 4 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
<b>Duty &amp; Crisis Response:</b> Report emergencies, high level situations, and concerns, follow duty expectations, maintain confidentiality	<input checked="" type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
<b>Team Leadership:</b> Display a positive attitude, support staff members, maintain expectations, receive feedback	<input checked="" type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
<b>Administration:</b> Complete paperwork and tasks on time, communicate information accurately, complete documentation within 24 hours	<input type="checkbox"/> 4 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
<b>University Representative:</b> Adhere to all departmental and university policies, adhere to local, state, and federal laws, explain and uphold policy and confront and document disciplinary situations, serve as a positive role model	<input checked="" type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1

## DEVELOPMENT PLAN

With your supervisor, develop 1 community goal and 2 personal development goals that relate to your role for the academic year:

Community Goal	
Goal:	To have all my residents grow a mutual respect for one another.
Create a plan to accomplish goal:	Hosting events that will allow them to get to know one another.
Timeline for accomplishing goal:	From now to the end of the school year.
List out your accountability measures for this goal:	How I would measure this is by having the number of incidents such as arguments, roommate conflicts on floor lower than 10-15.

Personal Goal 1	
Goal:	To achieve peace of mind and not allowing others to disturb my peace.
Create a plan to accomplish goal:	Allowing myself 1-2 hours a day by myself to focus on myself.
Timeline for accomplishing goal:	Forever

List out your accountability measures for this goal:	By not getting burned out so fast.
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Personal Goal 2	
Goal:	To pass all my classes and maintaining 3.6<=.
Create a plan to accomplish goal:	Every day I will allow myself 3 hours of homework and classwork time.
Timeline for accomplishing goal:	August-May
List out your accountability measures for this goal:	Studying, doing homework, finishing assignments on time.

## Fall Semester Evaluation and Development Assessment

### EVALUATION

Please evaluate RA performance related to the five performance categories outline in the RA work agreement.

Category	RA Self-Evaluation	Supervisor Evaluation
<b>Community Engagement &amp; Development:</b> Presence on floor, support educational living environment, complete bulletin boards & floor decorations, host programs	<input type="checkbox"/> Unsatisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Exemplary	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Exemplary
<b>Duty &amp; Crisis Response:</b> Report emergencies, high level situations, and concerns, follow duty expectations, maintain confidentiality	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Exemplary	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Exemplary
<b>Team Leadership:</b> Display a positive attitude, support staff members, maintain expectations, receive feedback	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Exemplary	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Exemplary
<b>Administration:</b> Complete paperwork and tasks on time, communicate information accurately, complete documentation within 24 hours	<input type="checkbox"/> Unsatisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Exemplary	<input type="checkbox"/> Unsatisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Exemplary
<b>University Representative:</b> Adhere to all departmental and university policies, adhere to local, state, and federal laws, explain and uphold policy and confront and document disciplinary situations, serve as a positive role model	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Exemplary	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Exemplary

### DEVELOPMENT PLAN ASSESSMENT

Evaluate progress and/or changes to community and personal development goals. If goal(s) are completed, please create new goals for the next semester.

Community Goal	
What progress have you made toward this goal?	I believe I made lot of progress so far as in the beginning of the year it was a rough start. But as of now we are only down to one problem on my floor.
What changes, if any, need to be made to this goal? <b>**If New Goal is needed, add goal here.</b>	I believe what I could do is host more events just for my hall. To allow them to build a bond with one another.
Create an updated plan to accomplish goal:	Try to make an event for next semester.
Timeline for accomplishing goal:	From January to May.
List out your accountability measures for this goal:	I will measure this by how many problems I have with my hall.

Personal Goal 1	
What progress have you made toward this goal?	I made a lot of progress as I continue to make time for myself everyday almost even if that means to set schoolwork aside.

What changes, if any, need to be made to this goal? <b>**If New Goal is needed, add goal here.</b>	Going on a walk once a week
Create an updated plan to accomplish goal:	Walk around campus every Saturday
Timeline for accomplishing goal:	Starting in January to May.
List out your accountability measures for this goal:	Reminder for every Saturday morning

Personal Goal 2	
What progress have you made toward this goal?	I made a lot of progress as I currently have all A's.
What changes, if any, need to be made to this goal? <b>**If New Goal is needed, add goal here.</b>	I don't believe I need any changes to the goal.
Create an updated plan to accomplish goal:	A new way to accomplish this goal is to do homework every other day as I won't feel overwhelmed to get it done every day.
Timeline for accomplishing goal:	Starting in January to May.
List out your accountability measures for this goal:	To measure this goal is looking at my grades after midterms and final

Resident Assistant Overall Notes	
List 3 skills that you have learned so far:	1. Understanding others people's time as they may work different flow than me
	2. Understanding and adapting to the unexpected
	3. Avoidance
Areas of Further Growth or Development: <i>Reflect on unsatisfactory areas from evaluation.</i>	Understanding other people's patience levels

Supervisor Overall Notes			
Current Job Action Status:	Not Applicable	Concern	Warning
	Reprimand	Probation	Academic Probation
If Applicable, issues/concerns RA has been documented:			
Areas of Strength: <i>Include at least three.</i>	1. Addressing resident conflicts and incidents promptly and engaging in follow-up to ensure situations are resolved		
	2. Strong goal-oriented mindset and intentional approach to planning for the future professionally outside of the role		
	3. Consistently ensure that important information is shared in a timely and clear manner which fosters transparency		
Areas of Further Growth or Development:	An area of growth is in time management. To ensure tasks are completed on time and without the need for follow-up. Although, after the		

<i>Reflect on unsatisfactory areas from evaluation.</i>	reminders, Ja'Qwah does well with providing an update and completing the assigned task.
<b>Overall Comments:</b>	Ja'Qwah thrives with addressing the needs of residents and offering support. As a result of his efforts, residents have been able to resolve conflicts and know they do not have to navigate situations alone. Being intentional about check-ins with residents has a positive impact on the resident experience. Looking forward to seeing Ja'Qwah continue to excel in the upcoming semester.

By signing below, you are indicating that you have had a formal opportunity to engage in dialogue regarding your performance over this term and understand the information outlined in this evaluation and development plan.

<b>Student Staff Printed Name</b>	<b>Student Staff Signature</b>	<b>Date</b>
Ja'Qwah Lewis	Ja'Qwah Lewis	12/02/2024
<b>Supervisor Printed Name</b>	<b>Supervisor Signature</b>	<b>Date</b>
Zekeia Marshall	Zekeia Marshall	12/02/2024

## Spring Semester Evaluation and Development Assessment

### EVALUATION

Please evaluate RA performance related to the five performance categories outline in the RA work agreement.

Category	RA Self-Evaluation	Supervisor Evaluation
<b>Community Engagement &amp; Development:</b> Presence on floor, support educational living environment, complete bulletin boards & floor decorations, host programs	<input type="checkbox"/> Unsatisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Exemplary	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Exemplary
<b>Duty &amp; Crisis Response:</b> Report emergencies, high level situations, and concerns, follow duty expectations, maintain confidentiality	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Exemplary	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Exemplary
<b>Team Leadership:</b> Display a positive attitude, support staff members, maintain expectations, receive feedback	<input type="checkbox"/> Unsatisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Exemplary	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Exemplary
<b>Administration:</b> Complete paperwork and tasks on time, communicate information accurately, complete documentation within 24 hours	<input type="checkbox"/> Unsatisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Exemplary	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Exemplary
<b>University Representative:</b> Adhere to all departmental and university policies, adhere to local, state, and federal laws, explain and uphold policy and confront and document disciplinary situations, serve as a positive role model	<input type="checkbox"/> Unsatisfactory <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Exemplary	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Exemplary

### DEVELOPMENT PLAN ASSESSMENT

Evaluate progress and/or changes to community and personal development goals.

Community Goal	
Was the goal accomplished?	Yes, as from the beginning of the year from now, my hall and the rest of the residents in the building have become more mature and build relationships with one another.
How was the goal successful/unsuccessful?	The goal was successful because in my hall compliance about one another has went down. While also at my event residents from different backgrounds are talking to one another.
What would you have done differently to accomplish this goal?	When looking at what I would do differently I would only have more social events that evolved having to talk.
What did learn through working towards this goal?	What I learned from this is that you can't force residents to talk to one another, as it will make them not want to talk.

Personal Goal 1	
Was the goal accomplished?	When looking at if accomplished my goal of making time for myself, I did.
How was the goal successful/unsuccessful?	It was successful because I attended a group therapy session which overall helped my mental health. While also I have changed my mind set to help cope with the stress Im going through.
What would you have done differently to accomplish this goal?	When looking at what I have done different I wouldn't have done anything different.

What did learn through working towards this goal?	What I learned from this goal is that I have some unhealthy habits, which I overall was able to make a change in.
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Personal Goal 2	
Was the goal accomplished?	I did accomplish my goal of maintaining grades, as I currently have all A's.
How was the goal successful/unsuccessful?	The goal was successful because I have all A's.
What would you have done differently to accomplish this goal?	I wouldn't have done anything different as I was 100% successful.
What did learn through working towards this goal?	I learned that I'm a hard worker and anything is possible if you put your mind to it.

Resident Assistant Overall Notes	
List 3 skills that you learned this year:	1. Discipline
	2. Integrity
	3. Reembraces
Areas of Further Growth or Development: <i>Reflect on unsatisfactory areas from evaluation.</i>	When looking at areas of growth it would be staying motivated on my mental health.

Supervisor Overall Notes			
Current Job Action Status:	Not Applicable	Concern	Warning
	Reprimand	Probation	Academic Probation
If Applicable, issues/concerns RA has been documented:			
Areas of Strength: <i>Include at least three.</i>	1. Jaqwah has a natural ability to lighten the mood and keep morale high makes him a key asset to the team and contributes to a supportive and motivated environment. As a result, the position of Team Morale captain suited him well this academic year.		
	2. Jaqwah has demonstrated strong crisis management skills, effectively handling several emergency situations with his residents and while on duty. He responded with composure and professionalism, ensuring the safety and well-being of those involved. Jaqwah also excelled in maintaining clear communication by promptly following up with his supervisor, addressing any clarifying questions, and providing thorough updates.		
	3. Jaqwah is a strong representative of the department, consistently demonstrating professionalism and enthusiasm during community wide and campus initiatives. During the recent open house, he was highly engaging with families, answering their questions with confidence and clarity. His in-depth knowledge of the residence hall and genuine enthusiasm for the community were evident as he effectively educated families about the residential experience.		
Areas of Further Growth or Development: <i>Reflect on unsatisfactory areas from evaluation.</i>	An area of development for Jaqwah is practicing self-compassion and giving himself grace. Having a sense of concern and ambition is valuable, but finding a balance and focusing on the present will allow him to make the most of his current experiences. Embracing opportunities for growth,		

	celebrating his accomplishments, and trusting his abilities will help him build confidence as he prepares for the future.
<b>Overall Comments:</b>	Jaqwah received consistent responses on his peer evaluation for having a positive attitude. His reliability and dedication stand out, as he rarely complains and remains focused on solutions. When it comes to his residents, Jaqwah is attentive and responsive, addressing their needs in a timely manner. He also sets a strong example academically by staying proactive with his coursework and pursuing internship opportunities. His commitment to personal and professional growth is evident. Jaqwah has expressed his passion for working in Whitehurst and making a difference in the lives of first-year students — a goal he has undoubtedly achieved. His positive impact on the community has been remarkable, and I am excited to see him continue to grow and support a new group of students next semester.

Re-Hire Process				
Supervisor Recommendation		Recommend for Re-Hire	Conditionally Recommend for Re-Hire	Do Not Recommend for Re-Hire
Condition Impacting Re-Hire		Graduating before next employment year	RA is not interested in pursuing Re-hire	Academic Probation
		Other – Explanation required:		

*The recommendation above is only reflective of the job performance of the student staff member. The above recommendation is subject to change if the performance of the RA changes or does not make stated improvements. Academic eligibility requirements and other eligibility requirements outlined in the student staff work agreement are not a factor in the recommendation above. However, those requirements will ultimately impact the student staff members' eligibility to re-hire for the position, in addition to the recommendation above.*

By signing below, you are indicating that you have had a formal opportunity to engage in dialogue regarding your performance over this term and understand the information outlined in this evaluation and development plan.

Student Staff Printed Name	Student Staff Signature	Date
Ja'Qwah Lewis	Ja'Qwah Lewis	04/07/25
Supervisor Printed Name	Supervisor Signature	Date
Zekeia Marshall	Zekeia Marshall	04/07/25