

# Faculty Evaluation University Proctor Application

**Candidate:** \_\_\_\_\_ **Faculty Name:** \_\_\_\_\_

The person listed above is applying for the position of Proctor. Proctors are a vital part of our residence life program. They must serve as resources, handle emergency situations, and foster community within their assigned residence halls. They must also have effective communication skills, both one-on-one and with large groups. If you would prefer to write a letter of reference, please staple it to this form and address the categories below.

**1. COMMUNICATION SKILLS:** Consider the ability of the applicant to grasp new ideas, to express thought in an effective manner, and to listen and convey understanding to others.

**Excellent**                       **Average**                       **Unable to Observe**  
 **Above Average**                       **Below Average**

**2. INTERPERSONAL SKILLS:** Consider the ability of the applicant to interact with others and to plan and organize social and educational activities.

**Excellent**                       **Average**                       **Unable to Observe**  
 **Above Average**                       **Below Average**

**3. RESOURCEFULNESS:** Consider the ability of the applicant to seek information from others and to use the support services and resources available on campus.

**Excellent**                       **Average**                       **Unable to Observe**  
 **Above Average**                       **Below Average**

**4. PERSONALITY:** Consider the ability of the applicant to be approachable and to make a positive and pleasant impression on others.

**Excellent**                       **Average**                       **Unable to Observe**  
 **Above Average**                       **Below Average**

**5. ASSERTIVENESS:** Consider the ability of the applicant to stand up for his/her own ideas in an appropriate manner, and his/her ability to confront others in an honest, direct, and constructive way.

**Excellent**                       **Average**                       **Unable to Observe**  
 **Above Average**                       **Below Average**

**6. SOCIAL SENSITIVITY:** Consider the tolerance, sensitivity to, and understanding of the applicant to feelings and reactions of individuals and groups from diverse backgrounds and the ability to make effective responses to them.

**Excellent**                       **Average**                       **Unable to Observe**  
 **Above Average**                       **Below Average**

**7. RESPONSIBILITY:** Consider whether the applicant follows through on commitments and is punctual with submitting assignments and other paperwork.

**Excellent**                       **Average**                       **Unable to Observe**  
 **Above Average**                       **Below Average**

**8. LEADERSHIP:** Please assess this applicant's leadership potential.

**9. OVERALL RECOMMENDATION:**

**Highly Recommend**                       **Recommend with Reservations**  
 **Recommend**                       **Do not Recommend**

Thank you for your time and help in this process. Please return this form to the Office of Residential Life, Cleveland Annex, by 4:30 p.m., Monday, February 11, 2008.