Tutor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rating Scale**

5 = Exceptional (Consistently exceeds standards)

4 = Good (Frequently exceeds standards)

3 = Satisfactory (Meets standards)

2 = Needs improvement (Some deficiencies evident)

1 = Unsatisfactory (Does not meet standards)

**General Responsibilities**

1. Tutor consistently seeks a substitute when he/she is out, arrives and leaves at scheduled times, accepts tutoring sessions as requested, and treats office help with respect.

Comments:

5 4 3 2 1

1. Tutor leaves cell phone in the break room and is ready for tutoring appointments on time.

Comments:

5 4 3 2 1

1. Tutor consistently maintains a professional demeanor on the clock by avoiding the following behavior: surfing the Internet, listening to music, watching videos, talking about private issues in the presence of students, and playing games.

Comments:

5 4 3 2 1

1. Tutor consistently cleans up after himself/herself. This includes putting things away that he/she has used, including books, food, pens, paper, etc.

Comments:

5 4 3 2 1

1. Tutor accepts and appreciates his/her peers' abilities. Tutor avoids disrespectful behavior that might be described as narcissistic, obscene, or bias and avoids petty disagreements.

Comments:

5 4 3 2 1

1. Tutor displays the following behavior *inside and outside of the writing center*: tutors does not gossip about other tutors, tutor maintains a positive image as a representative of the writing center, and tutor respects the privacy of others (students, tutors, and faculty alike).

Comments:

5 4 3 2 1

**Professional Development**

1. Tutor identifies his/her weaknesses and actively learns different writing styles, grammar and punctuation rules, etc. (or at least use handbooks as immediate sources) rather than consistently relying on their peers for information.

5 4 3 2 1

Comments:

1. Tutor increases his/her knowledge base through continuing education; this includes attending conferences, speaking at conferences, studying tutoring books, and/or completing online tutorials.

Comments:

5 4 3 2 1

**Overall Evaluation**  5 4 3 2 1

Comments:

The tutor and Director have met to discuss the tutorial observation, and this Peer Tutor Evaluation Form.

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Tutor’s Signature Date

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Assistant Director’s Signature Date

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Director’s Signature Date