

**DEPARTMENT OF RECREATION ADMINISTRATION
FIELDWORK FINAL PERFORMANCE APPRAISAL RESULTS**

SPECIAL REPORT

**DEPT. OF RECREATION ADMINISTRATION
REC 3550/3551:
PERFORMANCE APPRAISAL RESULTS
(2012 – 2014)**

Department of Recreation Administration
Eastern Illinois University
Charleston, IL

July 2014

1. As the agency-site supervisor, please evaluate the fieldwork student on the following professional practices and etiquette domains:

Question	Does Not Meet Standards	Meets Minimum Standards	Meets Standards	Exceeds Position Standards	Outstanding	Total Responses	Mean
Knowledge of Position (demonstrates understanding of the agency, its operations, organizational structure, and the role and expectations of position within the agency, etc.)	0.00%	0.00%	11.11%	33.33%	55.56%	9	4.44
Oral Communication (employs effective communication with staff and constituencies, demonstrates ability to listen, asks appropriate questions, etc.)	0.00%	0.00%	11.11%	33.33%	55.56%	9	4.44
Written Communication (demonstrates sound writing ability for profession, develops reports, papers, and projects, uses appropriate language and writing style, etc.)	0.00%	0.00%	33.33%	22.22%	44.44%	9	4.11
Punctuality & Attendance (arrives to work in a timely manner, provides adequate notice for absence/tardiness, etc.)	0.00%	0.00%	11.11%	22.22%	66.67%	9	4.56
Attitude (practices demeanor that is appropriate for position, demonstrates enthusiasm for experience, accepts criticism, etc.)	0.00%	0.00%	0.00%	11.11%	88.89%	9	4.89
Judgment (employs sound reasoning and forethought when making decisions, interprets assessments appropriately, uses resources when needed, etc.)	0.00%	0.00%	22.22%	22.22%	55.56%	9	4.33
Initiative (demonstrates a desire to seek knowledge, displays a motivation to engage in projects/activities above and beyond the scope of the internship position requirements, seeks out projects/experiences without being prompted by supervisor, etc.)	0.00%	0.00%	22.22%	11.11%	66.67%	9	4.44
Performance of Duties (demonstrates organization, employs work ethic that is consistent with profession, practices thoroughness with projects/assignments, etc.)	0.00%	0.00%	11.11%	22.22%	66.67%	9	4.56
Interpersonal Relationships w/Individuals Served (uses tact, respect, courtesy, and safety awareness when interacting with participants, customers, clients, etc.)	0.00%	0.00%	0.00%	33.33%	66.67%	9	4.67
Interpersonal Relationships w/Staff (uses tact, respect, courtesy, and safety awareness when interacting with staff, etc.)	0.00%	0.00%	0.00%	33.33%	66.67%	9	4.67

2. As the agency-site supervisor, please evaluate the fieldwork student on the following professional/fieldwork content domains:

Question	Does Not Meet Standards	Meets Minimum Standards	Meets Standards	Exceeds Position Standards	Outstanding	Total Responses	Mean
Budget & Finance (recognize budgets, fees & charges, external funding sources, and purchase requisitions/orders, identify how budgets and capital improvement programs are managed, describe cash handling practices, etc.)	0.00%	0.00%	12.50%	62.50%	25.00%	8	4.13
Staff Development & Supervision (identify job descriptions, performance appraisals, and supervision policies, describe personnel issues, recognize work schedules, employee grievance processes, orientations, and training programs, work with seasonal, part-time, and volunteer staff, etc.)	0.00%	0.00%	22.22%	33.33%	44.44%	9	4.22
Policy Formulation & Interpretation (recognize agency policies and operations manual, describe agency's policy decision making process, list advocacy activities, etc.)	0.00%	0.00%	33.33%	44.44%	22.22%	9	3.89
Customer Service & Marketing (describe networking activities with related organizations, recognize agency's vision and mission and markets, list promotional materials, public information services, and packets for special issues, identify public relations efforts, discuss customer service, etc.)	0.00%	0.00%	11.11%	55.56%	33.33%	9	4.22
Assessment (identify individual/group/program needs, resources, etc.)	0.00%	0.00%	22.22%	44.44%	33.33%	9	4.11
Program Planning (identify program and participant goals and objectives and ADA compliance, recognize program development including activities, logistics, & scheduling, etc.)	0.00%	0.00%	11.11%	33.33%	55.56%	9	4.44
Program Implementation (discuss direct leadership of recreation activities including teaching, equipment use, and supervision, explain program registration, facility reservations, inclusion practices and related paperwork, etc.)	0.00%	0.00%	0.00%	44.44%	55.56%	9	4.56
Program Evaluation (discuss program and participant evaluations, recognize program/agency reports, etc.)	0.00%	0.00%	14.29%	71.43%	14.29%	7	4.00
Planning & Management (recognize agency's strategic plan, explain partnerships, facility policies, and operations, etc.)	0.00%	0.00%	22.22%	44.44%	33.33%	9	4.11
Maintenance Management (recognize agency's maintenance standards and plan, energy efficient procedures, preventive maintenance, etc.)	0.00%	0.00%	25.00%	37.50%	37.50%	8	4.13
Facility Operations (identify opening/closing procedures for facilities, describe safety and security procedures, recognize facility management procedures, etc.)	0.00%	0.00%	22.22%	55.56%	22.22%	9	4.00