



# Shasta College

Tutoring & Learning Center  
Supplemental Instruction Leader &  
Embedded Tutor Evaluation Form

Name: \_\_\_\_\_  
Last, First, MI

Student ID: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Course Name / Section #'s: \_\_\_\_\_

Example: MATH-14 / F1234, F5678

Instructor: \_\_\_\_\_

Rating System:

N/A – Not Applicable	US – Unsatisfactory	NI – Needs Improvement
A – Average	AA – Above Average	E – Excellent

CORE COMPETENCIES – based on shared checklist	N/A	US	NI	A	AA	E
<b>Communication</b> Appropriate communication modalities are used with faculty Communication is professional Meetings with faculty are attended with frequency Properly communicates meetings with students Communicates with students weekly through agreed upon modalities						
<b>Collaboration</b> Makes appropriate in class announcements Communicates with faculty to offer support to students with high need Utilizes instructional materials and faculty resources appropriately Utilizes shared calendars to communicate effectively						
<b>Job Performance</b> Performs job based on goals, expectations, duties assigned, & established outcomes Meets with students based on agreed upon frequency Develops / delivers comprehensive content for meetings						
<b>Flexibility &amp; Adaptability</b> Adjusts content based on faculty instruction Uses creativity and varying methods when delivering services to students Utilizes technology appropriately in delivery to students Quickly pivots and learns new tasks easily						
<b>Attendance</b> Attends faculty initiated meeting requests Attends all scheduled student sessions Reliable and prompt (in-person, online sessions, & communications)						
<b>Overall Performance</b>						



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Discussion Comments:

\_\_\_\_\_  
Signature of Supplemental Instruction Leader / Embedded Tutor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of TLC Coordinator

\_\_\_\_\_  
Date

**\*CONFIDENTIAL\***

THIS SECTION TO BE COMPLETED BY FACULTY PRIOR TO SUBMISSION TO TLC COORDINATOR FOR SIGNATURE AND  
WILL NOT BE SHARED WITH THE SUPPLEMENTAL INSTRUCTION LEADER OR EMBEDDED TUTOR

I would recommend this Supplemental Instructor / Embedded Tutor for future employment

I would recommend this Supplemental Instructor / Embedded Tutor for future employment with minor modifications

I would not recommend this Supplemental Instructor / Embedded Tutor for future employment