**Ambassador Name:**

Please fill out this form to assess your own performance. This is to be completed before and brought with you to the one on one evaluation. Please rate yourself in the following categories using the guide provided below. Use the space provided to write personal notes on your performance in each section. Feel free to use the back of the page for the questions at the bottom, if necessary.

Evaluation Guide: NI = Needs Improvement ME = Meets Expectations EE = Exceeds Expectations

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| --- | --- |
| **Commitment -** Dedicates time to the organization and shows the desire to be involved. Signs up for events. |  NI ME EEComments: |
| **Communication -** Hears and understands what is being offered by others and is able to respond with clarity. Effectively communicates with Ambassador Co-Directors, other Ambassadors and staff. Checks emails and responds by deadlines or in a timely manner. |  NI ME EEComments: |
| **Attitude and Respect -** Is aware of one’s surroundings and accepts the responsibility of the position. Initiates and maintains working relationships with other people (including Co-Directors, supervisor, and staff liaisons). |  NI ME EEComments: |
| **Responsibility -** Thinks through a situation and responds maturely. Notifies the correct parties of changes in advance and in a timely fashion. |  NI ME EEComments: |
| **Self-Improvement**Recognize personal areas of which you need improvement and how you have or might take action to work on these areas. | Comments: |

How have you taken the feedback provided to you on your tour evaluation and implemented it into your current tours?

Do you have any feedback for the Ambassador program as a whole?

Has anyone harassed you, discriminated against you, or caused a hostile work environment for you to work in?  Have you witnessed any of these?