



Tutor Self-Evaluation Form

Tutor _____ Semester _____ Year _____

Hire Date _____ Tutor Level 1 2 3

General Responsibilities

1. I have good attendance, am punctual, and take breaks of reasonable length.

Fair Good Excellent

Comments: _____

2. I thoroughly and accurately complete appropriate paperwork, e.g., sign-in sheet, student contract forms, tutor diary, and referral/confirmation forms.

Fair Good Excellent

Comments: _____

3. I have a harmonious relationship with coordinators, faculty members, and peer tutors.

Fair Good Excellent

Comments: _____

4. I create a welcoming presence (immediately greeting students, offering assistance, promptly answering phone, etc.).

Fair Good Excellent

Comments: _____

5. I contribute to other Center/Lab tasks as described on my job responsibilities.

Fair Good Excellent

Comments: _____

Tutoring Session: The Tutor Cycle

1. I establish rapport with the student and ask open questions to help my tutee identify the session task and determine the goal and direction of the session.

Fair Good Excellent

Comments: _____

2. My tutee and I create a focused plan for the tutorial session.

Fair Good Excellent

Comments: _____

3. I demonstrate an ability to implement the plan by structuring the session in a manner that maximizes student learning.

Fair Good Excellent

Comments: _____

4. I encourage the student to be an active learner.

Fair Good Excellent

Comments: _____

5. I do not dominate the session or do the student's work.

Fair Good Excellent

Comments: _____

6. I break the task into parts to ensure clear understanding and mastery of the material covered.

Fair Good Excellent

Comments: _____

7. I make sure to identify the thought process involved in mastering the steps of the problems addressed in the session.

Fair Good Excellent

Comments: _____

8. I stop periodically and have the tutee summarize the content and underlying processes that have been covered and confirm accurate understanding.

Fair Good Excellent

Comments: _____

9. I frequently check for understanding, review the material as needed, and allow the student to practice what has been learned.

Fair Good Excellent

Comments: _____

10. I use appropriate communication skills (e.g., appropriate vocabulary, volume and tone of voice, eye contact with the student, etc.).

Fair Good Excellent

Comments: _____

11. I demonstrate knowledge of the content area that I tutor, and if I do not know the answer to a student's question I am comfortable asking for assistance from a peer tutor or instructor.

Fair Good Excellent

Comments: _____

12. I bring the session to a timely and appropriate close by asking my tutee what the next steps will be and plan the next session if follow-up is needed.

Fair Good Excellent

Comments: _____

Overall Self-Evaluation

Fair

Good

Excellent

Comments: _____

Tutor's signature

Date

ASC Center/Lab Coordinator's Signature

Date