

# COMMUNITY DEVELOPMENT ASSESSMENT FORM

Resident Advisor: \_\_\_\_\_ Fall/Spring Year: \_\_\_\_\_

<b>COMMUNITY STANDARDS</b>  <input type="checkbox"/> RIF's and other related forms and paperwork completed <input type="checkbox"/> Tracked and submitted incident documentation forms in timely manner <input type="checkbox"/> Posted and maintained posted copy of community standard and other policies and procedures <input type="checkbox"/> Revisited community standards in hall meetings and served as role model for community standards <input type="checkbox"/> Effectively enforced policies and procedures  <u>ADDITIONAL INITIATIVES TAKEN:</u> <input type="checkbox"/> _____ <input type="checkbox"/> _____
<b>HEALTH, MAINTENANCE AND SAFETY</b>  <input type="checkbox"/> Completed all beginning area inventories <input type="checkbox"/> Posted and maintained all fire/weather safety and evacuation information <input type="checkbox"/> Assisted with fire drills <input type="checkbox"/> Adhered to all "on call" procedures <input type="checkbox"/> Submitted work request to Resident Administrator in a timely manner <input type="checkbox"/> Completed building log sheet during regular walk-thrus  <u>ADDITIONAL INITIATIVES TAKEN:</u> <input type="checkbox"/> _____ <input type="checkbox"/> _____
<b>COMMUNICATION &amp; INVOLVEMENT</b>  <input type="checkbox"/> Knows all residents in section <input type="checkbox"/> Held all bi-weekly meetings according to posted schedule <input type="checkbox"/> Completed bulletin board each month (January, February, March, and April) <input type="checkbox"/> Maintained work request folder <input type="checkbox"/> Adhered to open door hours/policy <input type="checkbox"/> Maintained constant presence in section <input type="checkbox"/> Posted and distributed flyers and notices <input type="checkbox"/> Promoted university events <input type="checkbox"/> Exhibited professional, cordial and helpful behavior  <u>ADDITIONAL INITIATIVES TAKEN:</u> <input type="checkbox"/> _____ <input type="checkbox"/> _____
<b>RECOGNITION &amp; PRAISE</b>  <input type="checkbox"/> Openly praised residents for positive behaviors <input type="checkbox"/> Recognized academic/personal achievements of residents <input type="checkbox"/> Recognized resident's birthdays  <u>ADDITIONAL INITIATIVES TAKEN:</u> <input type="checkbox"/> _____ <input type="checkbox"/> _____

<b>PROGRAMMING</b>	
<i>Program Type (circle one)</i>	
___ 1 <sup>ST</sup> Program/Event (Social, Celebrating Diversity, Educational)	
Title _____	Date: _____ Attendance: _____
___ 2 <sup>ND</sup> Program/Event (Social, Celebrating Diversity, Educational)	
Title _____	Date: _____ Attendance: _____
___ 3 <sup>RD</sup> Program/Event (Social, Celebrating Diversity, Educational)	
Title _____	Date: _____ Attendance: _____
___ 4 <sup>TH</sup> Program/Event ( Social, Celebrating Diversity, Educational)	
Title _____	Date: _____ Attendance: _____
___ 5 <sup>TH</sup> Program/Event ( Social, Celebrating Diversity, Educational)	
Title _____	Date: _____ Attendance: _____
___ 6 <sup>TH</sup> Program/Event ( Social, Celebrating Diversity, Educational)	
Title _____	Date: _____ Attendance: _____
<b><u>ADDITIONAL PROGRAMMING INITIATIVES OUTSIDE OF BUILDING PROGRAMS:</u></b>	
Title _____	Date: _____ Attendance: _____
Title _____	Date: _____ Attendance: _____
<i>Please list additional programs on separate sheet of paper and attach</i>	
<b>HALL MEETINGS</b>	
Date: _____	Topic(s): _____ Attendance: _____
Date: _____	Topic(s): _____ Attendance: _____
Date: _____	Topic(s): _____ Attendance: _____
Date: _____	Topic(s): _____ Attendance: _____
<b>BULLETIN BOARDS</b>	
Subject: _____	Month: <u>  </u> / <u>  </u> (MM/YYYY)
Subject: _____	Month: <u>  </u> / <u>  </u> (MM/YYYY)
Subject: _____	Month: <u>  </u> / <u>  </u> (MM/YYYY)
Subject: _____	Month: <u>  </u> / <u>  </u> (MM/YYYY)
Resident Administrator: _____ Date: _____	
Signature	
Resident Advisor: _____ Date: _____	
Signature	