**Ambassador Name: Evaluator: Date:**

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.  Fall Hours Total: \_\_\_\_\_\_\_\_\_\_\_\_  Spring Hours Total: \_\_\_\_\_\_\_\_\_\_\_\_ | Comments:  \_\_\_\_\_\_ |
| **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. | Comments:  \_\_\_\_\_\_ |
| **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). | Comments:  \_\_\_\_\_\_ |
| **Responsibility -** Thinks through a situation and responds maturely. Notifies the correct parties of changes in advance and in a timely fashion. | Comments:  \_\_\_\_\_\_ |

Tour Feedback from Admissions:

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Feedback from Tour Evaluations:

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