

ADVISOR'S SELF-EVALUATION CHECKLIST

Please answer the following questions as they relate to your role as a student organization advisor. Fill in the blanks in front of each question using the following scale:

5 = all the time **4 = most of the time** **3 = some of the time** **2 = almost never** **1 = never**

- _____ I have read the group's constitution and by-laws.
- _____ I actively provide motivation and encouragement to members.
- _____ I monitor the organization's financial records.
- _____ I know the goals of the organization.
- _____ I know the group's members.
- _____ I attend regularly scheduled executive board meetings.
- _____ I attend regularly scheduled organizational meetings.
- _____ I meet regularly with the officers of the organization.
- _____ I attend the organization's special events.
- _____ I assist with the orientation and training of new officers.
- _____ I help provide continuity for the organization.
- _____ I confront the negative behavior of members.
- _____ I understand the principles of group development.
- _____ I understand how students grow and learn.
- _____ I understand the principles that lead to orderly meetings.
- _____ I recommend and encourage without imposing my ideas and preferences.
- _____ I understand the principles of good fund raising.
- _____ I understand how the issues of diversity affect the organization.
- _____ I attend conferences with the organization's members.
- _____ I know the steps to follow in developing a program.
- _____ I can identify what members have learned by participating in the organization.
- _____ I know where to find assistance when I encounter problems I cannot solve.

Use this evaluation to guide your development as an advisor. It is a good tool to go over with your organization leadership to set expectations during the academic year.