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 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.

Adapted from the University of Milwaukee