Advisor Self-Evaluation Checklist

Please answer the following questions as they relate to your role as a student club or 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 actively provide motivation and encouragement to members
_____ 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 that lead to orderly meetings
_____ I have read the group’s constitution and by-laws
_____ I recommend and encourage without imposing my ideas and preferences
_____ I monitor the organizations financial records
_____ 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
_____ I have read and understood all policies and procedures as stated on the CampusNet Handbook
Questions:

1. Has the Office of Student Life been helpful in responding and answering any questions, comment, or concerns that you have encountered?

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2. What type of training would you recommend to help better serve you as an advisor?

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Additional Comments:

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For Questions, Please contact Claudia Castro at Ext. 3221 or ccastro@triton.edu
Please return this form to the Student Center, First Floor, Room B-140C