Advisor 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 actively provide motivation and encouragement to members.
______ I know the goals of the organization.
______ I know the organization’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 have read the organization’s constitution and bylaws.
______ I recommend and encourage without imposing my ideas and preferences.
______ I monitor the organization’s financial records.
______ I understand the principles of good fund raising.
______ I understand how the concerns 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.

Adapted from ACPA Advisor Manual, 6/2011