



# Disability Resource Centre

## Peer Review of Department-Assigned Tasks

Specialist: \_\_\_\_\_ Date: \_\_\_\_\_

Peer Reviewer: \_\_\_\_\_

### Reviewer's Relationship to DRC Specialist:

InSTITUTE Peer

External Colleague

Position \_\_\_\_\_

### Department-Assigned Tasks (to be completed by the advisor):

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

### Directions:

Thank you for agreeing to carry out this peer review of department-assigned tasks. The results will form part of an overall review and will be used to identify any areas where the DRC specialist may further develop skills and expertise.

The focus of these items is on the performance of departmental duties other than the specialist's advisory activities. Each of the following items is to be assessed according to the following scale:

|              |                                |                |            |
|--------------|--------------------------------|----------------|------------|
| S            | SR                             | U              |            |
| Satisfactory | Satisfactory with Reservations | Unsatisfactory | No Opinion |

**No Opinion** is the appropriate response where you have insufficient data or you are otherwise unable to assess the item. Items indicated by an asterisk are to be left blank if you are not qualified to make an assessment. Please note that reviewer comments are welcome when particularly effective or otherwise noteworthy performance is observed.

**Satisfactory with Reservations** or **Unsatisfactory** are appropriate responses where you cannot rate the counsellor as **Satisfactory** on the item. When choosing either of these options, you must clearly explain why a rating of **Satisfactory** could not be given. If no explanation is provided the response will be scored as **No Opinion**.

## Peer Review of Department-Assigned Tasks

1. The specialist carries out department-assigned duties in a timely manner. S SR U No Opinion
  
2. The specialist carries out department-assigned duties in an effective manner. S SR U No Opinion
  
3. The specialist communicates effectively with departmental colleagues. S SR U No Opinion
  
4. The specialist works constructively in collaboration with others. S SR U No Opinion
  
5. The specialist is effective when working independently. S SR U No Opinion
  
6. The specialist regularly participates in departmental meetings. S SR U No Opinion

7. The specialist makes positive contributions to departmental decision-making. S SR U No Opinion

8. The specialist demonstrates respect for individuals. S SR U No Opinion

9. The specialist takes opportunities to improve departmental services. S SR U No Opinion