



## Peer Review of Financial Aid Advisor

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Peer:**

BCIT Colleague

External Peer

Position \_\_\_\_\_

**Directions:**

Thank you for agreeing to carry out this Peer Review. The results will form part of an overall review of this Advisor's performance, and will be used to identify any areas where skills and expertise may be further developed.

These review items relate to how the advisor deals with colleagues in other BCIT departments. Responses to each item are one of: "Satisfactory," "Satisfactory with Reservations," "Unsatisfactory," or "No Opinion."

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 Financial Aid Advisor

1. The advisor was on time for the scheduled appointment. S SR U No Opinion
  
2. The advisor was welcoming to the student S SR U No Opinion
  
3. It was evident that the advisor had a broad knowledge of financial aid. S SR U No Opinion
  
4. The advisor responded effectively to student questions and concerns. S SR U No Opinion
  
5. The advisor presented information clearly. S SR U No Opinion
  
6. The advisor referred the student to the appropriate BCIT contact person when necessary. S SR U No Opinion

7. The advisor demonstrated respect for the student. S SR U No Opinion

8. The advisor appeared at ease during the interview. S SR U No Opinion

9. During the interview, the advisor appeared to listen attentively. S SR U No Opinion

10. The advisor's pace of delivery seemed to match the student's comprehension level. S SR U No Opinion

11. The advisor explained appropriate alternatives available to the student. S SR U No Opinion

12. The advisor endeavoured to clarify any misunderstandings. S SR U No Opinion

13. The advisor provided BCIT and external resource information, when applicable. (Website, other student services, etc.) S SR U No Opinion

14. The advisor used interview time effectively. S SR U No Opinion

15. The advisor spoke in a manner that was easily understandable. S SR U No Opinion

16. The advisor allowed sufficient time for student responses. S SR U No Opinion

17. The advisor was polite during the interview. S SR U No Opinion