



Peer Review of Financial Awards 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 Awards Advisor

1. The advisor seems at ease in dealing with colleagues in other BCIT departments. S SR U No Opinion

2. The advisor acts in a courteous manner. S SR U No Opinion

3. The advisor's responses to enquiries from BCIT managers, faculty and staff are helpful. S SR U No Opinion

4. The advisor responds to enquiries in a timely manner. S SR U No Opinion

5. It is evident that the advisor has a comprehensive knowledge of their area of responsibility. S SR U No Opinion

6. It is evident that the advisor has a comprehensive knowledge of their area of responsibility. S SR U No Opinion

7. The advisor's suggestions are consistent with relevant policies and procedures. S SR U No Opinion
8. When necessary, the advisor makes appropriate referrals to other BCIT departments. S SR U No Opinion
9. When appropriate, the advisor suggests viable alternatives to solve problems. S SR U No Opinion
10. The advisor does agreed-to follow-up tasks in a timely manner. S SR U No Opinion
11. The advisor communicates clearly with colleagues in other BCIT departments. S SR U No Opinion
12. The advisor shows a genuine interest in addressing problems and issues raised by BCIT managers, faculty and staff. S SR U No Opinion
13. The advisor is on time for scheduled meetings. S SR U No Opinion

14. The advisor makes positive contributions to meetings.

S SR U No Opinion

15. The advisor demonstrates initiative with tasks.

S SR U No Opinion