



## Financial Aid and Awards Advisor Review of Department-Assigned Tasks

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

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

### Reviewer's Relationship to Advisor:

Institute Colleague

External Colleague

Position: \_\_\_\_\_

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 advisor may further develop skills and expertise.

The focus of these items is on the performance of departmental duties other than the advisory duties. Each item 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 the assessor cannot rate the instructor 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**.

## Financial Aid and Awards Advisors: Review of Department-Assigned Tasks

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

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

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

10. The advisor is on-time for schedule meetings. S SR U No Opinion