ADVISOR OF THE YEAR AWARD

SAMPLE Evaluation Form

Please evaluate the nominee __________ on the following criteria:

RATE EACH STATEMENT ACCORDINGLY

<table>
<thead>
<tr>
<th>1 = Poor</th>
<th>2 = Below Average</th>
<th>3 = Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 = Above Average</td>
<td>5 = Superior</td>
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I. Caring attitude toward students; effective communication skills; positive evaluations from students and administration.  

II. Sound advising judgment; makes good decisions and carries out job duties consistent with administrative expectations and university policy.  

III. Effective input with students; creative when working with programs; reflects personal talents and initiative in the workplace, cooperative with students, staff, administrators, and others.  

IV. Mastery of institutional regulations, policies and procedures. Attends professional development workshops, conferences, and conventions.  

V. Conscientious when completing tasks, punctual and completes work assignments promptly; good record of daily attendance; volunteers for assignments beyond the regular workday; flexible and cooperative when called upon to make adjustments that venture away from regular routine; demonstrative creative problem solving.  

May attach examples of:

- Attendance at and support of advisor developmental programs.
- Summary of evaluations done by students of the nominee for his/her previous semester.