

## PA/M Review Form

PA/M: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please complete this form prior to your meeting with your reviewer.

### Administrative Responsibilities:

- Performs tasks accurately and efficiently. Responsibilities include, but are not limited to, checking/answering voice mail, opening and closing desk procedures, completing walk-in sheets, and setting appointments.
- Demonstrates reliability. Arrives promptly for shift, relays information appropriately to the PA/M on the next shift, attends PA/M meetings, arrives on time for meetings, reads the notebook, etc.
- Exhibits professionalism. Provides courteous service to students, wears PA/M t-shirt while working, etc.

How I exhibit positive performance in this area:

Provide specific example(s):

How I can improve in this area:

### Communication Skills:

- Communicates effectively with supervisor
- Communicates effectively with advisors
- Responds with accuracy to student questions and needs
- Practices good listening skills and asks clarifying questions.
- Refers, when appropriate and necessary, to campus resources and partner offices.

How I exhibit positive performance in this area:

Provide specific example(s):

How I can improve in this area:

**Teamwork and Collaboration:**

- Works cooperatively as part of a team.
- Works effectively within the context of a diverse campus community.
- Has a positive attitude toward other PA/Ms, advising staff, and other department offices.
- Shares responsibilities and tasks equally with other PA/Ms

How I exhibit positive performance in this area:  Provide specific example(s):
How I can improve in this area:

**General Questions:**

1. Is being a PA-M what you expected it to be? If not, what parts are unexpected? Are there areas for which you think you could use more training?

2. Was the level of supervision adequate for you (too little, too much, or just right)?

3. If you teach Career Exploration 101 have you found it to be a good experience? Why or why not? Have you had ample time to prepare with your teaching partner(s)?

Comments by reviewer:

PA/M signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewer Signature \_\_\_\_\_ Date \_\_\_\_\_