

Division _____
Years as an Advisor _____

Faculty/Staff Advising Self-Assessment

We are committed to providing opportunities to enhance your skills as an advisor. Please complete the following self-assessment. Your feedback will guide future advisor trainings. Also, we hope you make a mental note of areas in which you rate yourself below a "4" and attend the 2006-2007 trainings which correlate with your self ratings of "1, 2 or 3."

#	Topic to assess: (1 = low, 5 = high)	1	2	3	4	5
1	My ability to log into IIPS. (Procomm)					
2	My ability to comfortably maneuver through the advisor menu in IIPS.					
3	My knowledge of the AA 44 hour core.					
4	My knowledge of the program requirements for the career tech division.					
5	My knowledge of the program requirements for the health sciences division.					
6	My knowledge of the completion requirements for certificate, diploma and degree programs.					
7	My knowledge of SCC resources to promote student success.					
8	My knowledge of community resources to promote student success.					
9	My knowledge of the policy and procedure regarding academic forgiveness.					
10	My knowledge of the policy and procedure to appeal a grade.					

#	Topic to assess: (1 = low, 5 = high)	1	2	3	4	5
11	My knowledge of the policy and procedure to challenge a course.					
12	My knowledge of the "incomplete (I) grade" policy and procedure.					
13	My knowledge of the academic honors criteria.					
14	My knowledge of the policy and procedure to audit a course.					
15	My knowledge of the CPT policy and procedure.					
16	My knowledge of the admissions process.					
17	My knowledge of the in-state residency requirements.					
18	My knowledge of FERPA... as it pertains to student records.					
19	My knowledge of the process, and form, to change a major.					
20	My knowledge of the commencement application.					
21	My commitment to maintaining complete advising records.					
22	My knowledge of what is considered to be a complete advising record.					
23	My general knowledge of financial aid.					
24	My knowledge of the financial aid appeals process.					
25	My comfort level with micro-skills (soft skills: listening, attentive, open-ness, etc.)					
26	My comfort level in providing a campus tour.					
27	My attendance at advisor trainings.					

Total score: _____

Thank you for your self-assessment and assistance in helping us develop our advisor training and development program!

1-54 ~Novice

55-82 ~Intermediate

83-110 ~Skilled

111-135 ~Master