

Adviser Self Reflection

After meeting with a student, use this form to reflect on your effectiveness advising this student. Place a ✓ in the appropriate column and write a brief reflection of your performance for each topic. Note: not all topics are appropriate for every student meeting. Select “N/A” if that particular topic was not applicable to this meeting.

	YES	NO	NOT SURE	N/A	REFLECTIONS ON WHAT WORKED OR DIDN'T WORK
I greeted the student warmly.					
I was on time for the meeting.					
I “broke the ice” by asking the student a general or personal question.					
I asked the student what he/she wanted to discuss or accomplish in this meeting.					
I asked the student to describe his/hers journey or decision-making process thus far.					
I asked the student how he/she is performing this semester in courses.					
I asked the student what he/she learned about herself/himself this semester.					
I asked the student if he/she is involved in co-curricular activities.					
I helped the student articulate his/her need or issues.					
I helped the student determine possible solutions to his/her problem or situation.					
I asked the student about future career or graduate program plans.					
I asked the student what courses he/she would like or needs to take next semester.					
I made an appropriate referral for the student to acquire information outside of the department.					
I asked the student to tell me what he/she was going to do based on this conversation.					
I asked the student to summarize what was accomplished in this meeting.					
I was able to accurately answer the student’s questions.					
I was able to utilize available advising resources with ease.					
I did more listening than talking.					
I believe this meeting accomplished the student’s and my goals.					
I recorded advising notes for this student on the log.					

What did you learn from this self-reflection? _____
