

# WATERLOO

## CENTRE FOR CAREER ACTION

### Student Career Leader Performance Review

Name: Meghan Riley

Date: December 8, 2015

Semesters with the Program: Fall 2015

Please check each item at the appropriate point on the scale which best indicates your rating of the Student Career Assistant as compared to her/his peers. Include any additional comments where appropriate.

#### PERFORMANCE:

1 = Needs Improvement    2 = Satisfactory    3 = Good    4 = Very Good    5 = Excellent

	1	2	3	4	5	Comments
<b>Communication</b>						<ul style="list-style-type: none"> <li>Communicates relevant information/ideas/data in a clear, accurate and concise manner; demonstrates an appreciation for others' time by "getting to the point" quickly without communicating unnecessary facts or ideas; Communicates according to the listener's perspective; uses appropriate language and University specific terminology or references; probes audience to ensure the message has been received as intended; listens carefully to questions to understand what is being asked; provides appropriate clarification and follow-up to ensure client understanding; keeps others informed (peers, manager, clients) on critical issues that may impact her work; uses upbeat and positive tone, good eye contact</li> </ul>
<b>Customer Service</b>						<ul style="list-style-type: none"> <li>Employs good listening skills in order to understand the specifics of each situation; demonstrates commitment and sincerity in solving client problems; exhibits flexibility; seeks to understand and clarify the client's real needs; does not work on assumptions; demonstrates true concern and a sense of urgency for client issues; provides supportive/positive comments to</li> </ul>



Advisor	Faculty	Level	Referral	Advisor Rating	Comments (advisor)	Skilled	Motivated
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Meghan R	Engineering	1A Undergrad	10.00	6.00	I got lots of constructive suggestions from the advisor! She is very nice and patient.	6.00	6.00
Meghan R	Math	2A Undergrad	8.00	5.00		4.00	5.00
Meghan R	Arts	4B Undergrad	6.00	4.00		4.00	6.00
Meghan R	Arts	3A Undergrad	8.00	5.00		5.00	5.00
Meghan R	Arts	2A Undergrad	8.00	6.00		5.00	6.00
Meghan R	Science	3A Undergrad	8.00	5.00		5.00	5.00
Meghan R	Arts	3A Undergrad	8.00	4.00		5.00	4.00

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