Getting to Know You
To be completed by the student and submitted to/discussed with their advisor.
Complete by the 1st 1-on-1 and no later than the 2nd 1-on-1 meeting.
Estimated time to complete: 15 minutes

1. My favorite treat, snack, or drink is...

2. A date that is important to me is (birthday, holiday, etc.)...

3. If I had a day off and nothing to do, I would...

4. Before I leave Willamette I want to...

5. I learn best when...

6. I know I did a good job (or feel valued) when...

7. When I am stressed or upset, I look or act like...

8. Something people who work with/advise me should know about me is...

9. If I could change something in the world it would be...

10. The three words that describe me well are...
Pre-flection and Self-Assessment
This can be completed by the student alone or in a 1-on-1 meeting with the advisor.
Complete within first month of beginning of leadership experience.

1. I applied for this position because...

2. I think I got hired/elected/selected for this position because...

3. In this position, I feel like I will be really good at...

4. In this position, I think the most difficult thing will be....

5. I hope my advisor will support me to/when...

6. I hope other leaders/group members will support me to/when...

7. My goal in this position is (what do you want to learn or get of this experience?)...

8. By the end of the year, I hope I will be able to: do, become, try, learn, etc...

9. From the list below:
   a. Check the areas in which you feel confident in your ability:
   b. Circle the areas in which you feel you need more development in your ability:

Understand and Use Effective Communication Skills
- □ Adapting Communication Style to Fit Different Audiences
- □ Active Listening
- □ Articulating Thoughts
- □ Asking Thoughtful Questions
- □ Attention to Detail
- □ Professionalism
- □ Verbal Communication
- □ Written Communication

Engage in Critical and Reflective Thinking to Enhance Personal Discernment
- □ Critical Thinking
- □ Goal Setting
- □ Responding to Feedback
- □ Self-Advocacy
- □ Self-Awareness
- □ Self-Confidence
- □ Self-Reflection
- □ Stress Management
- □ Time Management
- □ Using Experiences to Reflect and Develop Changes

Demonstrate Initiative and Creativity
- □ Assessing Needs of Community
- □ Assessing Needs of Others
- □ Assessment Needs of Self
- □ Building Community
- □ Identifying Potential Imbalances or Contradictions
- □ Responding to Needs of Community
- □ Responding to Needs of Others
- □ Responding to Needs of Self
- □ Problem Solving
Apply/Incorporate an Understanding of Group Dynamics to Create Inclusive Environments

- Being Flexible
- Collaborating
- Delegating
- Encouraging Others
- Engaging in Civil Discourse
- Giving Feedback
- Holding Others Accountable
- Managing Conflict
- Managing Personal Biases
- Motivating Others
- Negotiation
- Setting Expectations for Self
- Setting Expectations for Others

10. Choose 3 of the most important skills from question 9 above. Identify how, in this position, you plan to build these skills.

11. Using the criteria from the rubric that follows, rate the concepts in the table below in terms of your knowledge of them, how confident you are in your ability to use them, and how useful each one is to you.

**Rubric**

*Knowledge:*
- 0 – I have no knowledge about this
- 1 – I have some knowledge about this
- 2 – I have more than average knowledge about this
- 3 – I have a substantial amount of knowledge about this

*Confidence:*
- 0 – I am not confident in my ability to use or implement this concept
- 1 – I have some confidence in my ability to implement this concept
- 2 – I am confident in my ability to use or implement this concept
- 3 – I am very confident in my ability to use or implement this concept (I’m a pro!)

*Use/Relevance:*
- 0 – This concept is neither useful nor relevant to my leadership position
- 1 – This concept might be useful and/or relevant to my leadership position
- 2 – This concept is useful and/or relevant to my leadership position
- 3 – This concept is very useful (or essential) to my leadership position

<table>
<thead>
<tr>
<th>Concept</th>
<th>Knowledge</th>
<th>Confidence</th>
<th>Use/Relevance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand Effective Communication Skills</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>Use Effective Communication Skills</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>Engage in Critical Thinking</td>
<td>0 1 2 3</td>
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<tr>
<td>Engage in Reflective Thinking</td>
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<td>0 1 2 3</td>
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<tr>
<td>Demonstrate Initiative</td>
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<td>0 1 2 3</td>
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<tr>
<td>Demonstrate Creativity</td>
<td>0 1 2 3</td>
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<tr>
<td>Apply/Incorporate an Understanding of Group Dynamics</td>
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<tr>
<td>Create Inclusive Environments</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
</tbody>
</table>
Co-Leader Agreement
Completed by students serving in shared leadership positions.
Complete within first month of beginning of shared leadership experience.

1. Ways we think we will work together well (based on our skills, personalities, and experiences):

2. Challenges we may have together:

3. What I need/expect from my co-leader(s):

4. What my co-leader(s) needs/expects from me:

5. How often will we communicate?

6. How often will we meet?

7. We want to share information and communicate by (face to face, email, phone, text, Facebook, etc.)...

8. Phrase I will use to let my co-leader(s) know there is a problem/that we need to talk:

9. Phrase my co-leader(s) will use to let me know there is a problem/that we need to talk:

10. Discuss each item. Check the box of the items you would like to discuss and then do so. Modify, clarify, and add items to the list. These are your guidelines for working together.

   - Active listening
   - Being direct
   - Being on time/not being late
   - Honesty
   - Open communication
   - Leading appropriately and considerately
   - Planning ahead
   - Problem-solving
   - Professionalism
   - Reacting to problems: step back, assess the situation, and seek to understand the other perspective(s) before reacting
   - Responsibility
   - Talking about small problems soon (don’t wait)
   - Tolerance
   - Trust
   - Other(s):

_______________________________  ______________________________
Leader signature                     Date

_______________________________  ______________________________
Co-Leader signature          Date

We agree to check in with each other and review how our system is working by this date: _________________
Leader and Advisor Agreement

To be completed by the advisor and leader together.
Complete after the pre-flection/self-assessment and within first month of beginning of leadership experience.

1. I hope my advisor will help/support me when:

2. My advisor needs or expects me to:

3. How often will my advisor and I communicate?

4. How often will my advisor and I meet?

5. We want to share information and communicate by (face to face, email, phone, text, Facebook, etc.):

6. How involved will the advisor be with the group (e.g., meetings, events)?

7. What will/won’t my advisor do (e.g., help with set-up and clean-up at events, resolve problems between students, create agendas for meetings, etc.):

8. Discuss each item. Check the box of the items you would like to discuss and then do so. Modify, clarify, and add items to the list. These are your guidelines for working together.
   - [ ] Active listening
   - [ ] Being direct
   - [ ] Being on time/not being late
   - [ ] Honesty
   - [ ] Open communication
   - [ ] Leading appropriately and considerately
   - [ ] Planning ahead
   - [ ] Problem-solving
   - [ ] Professionalism
   - [ ] Reacting to problems: step back, assess the situation, and seek to understand the other perspective(s) before reacting
   - [ ] Responsibility
   - [ ] Talking about small problems soon (don’t wait)
   - [ ] Tolerance
   - [ ] Trust
   - [ ] Other(s):

_______________________________  __________________
Leader signature                    Date

_______________________________  __________________
Advisor signature                   Date

Next meeting with my advisor is: ________________