Mid-Year Check In Meeting

Completed in a 1-on-1 meeting with student and advisor.
Completed at the mid-year point in the leadership experience.

1. What are some successful things you have done in this leadership role?

2. What are some challenges you have had in this leadership role?

3. What is one thing you want your group/organization/team to do next semester?

4. What is one thing you would change about your leadership role or your group/organization/team?

5. Do you feel supported in your leadership role? How?

6. What can we do to support you more in your leadership role?

7. Have your goals changed since the beginning of your time in this position? Do you have any new goals, if so, what are they?

8. From the list below:
   a. Check the box of the areas in which you feel confident in your ability
   b. Circle the areas in which you feel you need to develop 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

9. Looking at the items you just checked in question 8 (areas in which you feel confident), are there any that you feel more confident in now than you were at the beginning of your position?
   Yes  No

   a. If yes, which ones?

   b. If yes, do you feel like you are more confident as a result of your leadership experience?

   c. If not, why do you think that is?

10. Choose one or two of the most important skills you circled (areas in which you want to develop) from question 8 above. Identify how, for the rest of your time in this position, you will 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
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<thead>
<tr>
<th>Concept</th>
<th>Knowledge</th>
<th>Confidence</th>
<th>Use/Relevance</th>
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