Puente Club Cabinet Evaluation

Please rate the officer on his/her execution of the following responsibilities using the following scale:

5 = excellent       4 = good       3 = average       2 = fair       1 = poor

NBJ = no basis to judge

President – This role should be filled by a student who possesses leadership, organizational and time management skills. The President should be outgoing and willing to work with a variety of students, mentors and college faculty/staff. Following are the primary responsibilities:

Attend and oversee all cabinet and general meetings; Create agendas for all meetings

5 = excellent       4 = good       3 = average       2 = fair       1 = poor NBJ

Work with club officers to develop club calendar of activities

5 = excellent       4 = good       3 = average       2 = fair       1 = poor NBJ

Oversee the activities of executive cabinet members

5 = excellent       4 = good       3 = average       2 = fair       1 = poor NBJ

Manage members of the cabinet who are responsible for assisting Advisors in the planning and facilitation of academic support activities for students

5 = excellent       4 = good       3 = average       2 = fair       1 = poor NBJ

Meet with Advisors on an as needed basis to provide updates on club activities

5 = excellent       4 = good       3 = average       2 = fair       1 = poor NBJ
Puente Club Cabinet Evaluation

On a scale of 1 to 5 (1 being poor and 5 being excellent), please rate the officer on these qualities:

- Leadership 1 2 3 4 5
- Initiative 1 2 3 4 5
- Dependability 1 2 3 4 5
- Communication Skills 1 2 3 4 5
- Ability to work with others 1 2 3 4 5
- Trustworthiness 1 2 3 4 5
- Problem Solving 1 2 3 4 5
- Time Management 1 2 3 4 5
- Organization 1 2 3 4 5
- Self-Discipline 1 2 3 4 5
- Patience 1 2 3 4 5
- Assertiveness 1 2 3 4 5
- Flexibility 1 2 3 4 5

In your opinion, what did this officer do most effectively?

If you could make one suggestion to this officer as to how his/her performance could be improved, what would be your suggestion?