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

Vice President – This role should be filled by a student who possesses strong leadership, organizational and time management skills. The Vice President should be willing to support and assist the president and cabinet officers. Following are the primary responsibilities:

Attend all cabinet and general meetings

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

With direction from the President, schedule meetings, reserve meeting rooms, and post times/dates for meetings and activities

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

Manage members of the cabinet who are responsible for recruiting new students and planning social activities for club members

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

Provide Advisors with charter packets, club contracts and committee reports.

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
- Initiative
- Dependability
- Communication Skills
- Ability to work with others
- Trustworthiness
- Problem Solving
- Time Management
- Organization
- Self-Discipline
- Patience
- Assertiveness
- Flexibility

- 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?