

# OUTGOING OFFICER ASSESMENT

Position: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

1. List specific successes realized during your time as an officer and the reasons for their success.
2. List any problems or disappointments you encountered as part of your position and suggest ways of avoiding or correcting them.
3. List supplemental materials and sources of information you found most helpful. Include faculty contacts, staff contacts, community resources, etc.
4. Are there any forms or duties specific to the position your successor might not know?
5. What should your successor do over the summer or first thing in the fall?
6. Who are people your incoming officer should get to know and what positions do they hold?
7. Who is the club advisor and should I know about anything about them?

8. What was your favorite part of the job? What was your least favorite part?
  
  
  
  
  
  
  
  
  
  
9. What was the most difficult decision you made as an officer?
  
  
  
  
  
  
  
  
  
  
10. What would you have done differently if you could repeat this year?
  
  
  
  
  
  
  
  
  
  
11. What are some things you wish you would have known before you took the job?
  
  
  
  
  
  
  
  
  
  
12. Is there something you wish you would have done if you had more time?
  
  
  
  
  
  
  
  
  
  
13. List any other suggestions you feel would be helpful to your successor in carrying out the responsibilities of this office.

# CHECKLIST

*This is to be reviewed by the outgoing officer with the incoming officer.*

- Explain the duties and responsibilities of the position.
- Explain the duties that go along with the office that are not in the officer's descriptions.
- Review the past year's calendar and explain your programs and events.
- Explain forms and files that have been started over the past year.
- Review your budget explain the breakdown of how things go.
- Together, brainstorm at least three goals for this position for next semester.

## **Goals:**

**1.**

**2.**

**3.**

# INCOMING OFFICER ASSESMENT

1. What is the purpose of my position?
  
2. What are my responsibilities?
  
3. What ideas and goals do I have for improving this position?
  
4. What new/old programs do I plan to utilize during my term?
  
5. What short-term goals do I want to accomplish (3 goals)? How am I going to accomplish those goals?
  - 1.
  
  - 2.
  
  - 3.
  
6. What long-term goals do I want to accomplish (3 goals)? How am I going to accomplish those goals?
  - 1.
  
  - 2.
  
  - 3.