**Guidelines for Ongoing Evaluation**

Consider the following factors when performing ongoing evaluations of the student:

1. **Individualized** – Relate the information directly to how this individual student is doing, not how others or “most” students do.
2. **Goal Related** – Relate the student’s performance to goals or performance objectives that have been discussed or need to be created.
3. **Diagnostic** – Identify strengths and weaknesses rather than discussing global ideas or generalizations. Use examples to help clarify.
4. **Remedial** – Create a plan for the future that supports the student’s strengths and helps remedy the weaknesses.
5. **Collegial** – Utilize feedback and collaboration with the student to reach conclusions and set goals. Be flexible and listen to the student’s point-of-view.
6. **Positive** – Don’t forget to express what the student is doing right or doing well.
7. **Liberative** – Help the student learn how to assess his / her own performance.
8. **Selective** – Don’t try to discuss everything at once, as it can be overwhelming.
9. **Timely** – Schedule your discussions / advising as soon after the event as possible.
10. **Reciprocal** – Allow /encourage the student to provide you feedback about how you are performing. What are **your** strengths and weaknesses?