

Participant Check-In Meeting Form

Participant Name & Email: _____

Questions to Ask:

1. What has been going well for you with the Leadership Certificate Program?
2. What questions or concerns do you have about your experience with the program?
3. When do you plan to complete the program (semester and year – e.g. Fall 2020)?
4. Do you have a Leadership Coach? If so, how often are you meeting with your coach?
5. What can we do to help you make progress towards the Leadership Certificate this semester?

Points to Review:

- Have the participant pull up their Certificate Dashboard from the back-end. Inform the student which requirements they have completed so far and discuss which remain to be completed. Encourage participant to self-report any new requirements they have recently completed during the check-in meeting.
- Remind them that they can view upcoming dates for ILC programs and workshops on the website and register online.
- Remind them that they should regularly be checking their email and reading our monthly newsletters for helpful information.
- If the participant is close to completion, explain the process – make sure they're signed up for a Completion Workshop if they have yet to attend one!
- If they have any questions or concerns, they should not hesitate to contact you via the leadershipcertificate@illinois.edu account.

Progress Health Assessment:

How would you rate the participant's level of confidence and likelihood to complete the program? Circle below.

- **Good** (Green: Does not need follow-up)
- **Fair** (Yellow: Doing OK; may need follow-up)
- **Poor** (Red: Struggling; needs follow-up ASAP)

Explain your rating – how did you make this assessment?

If the participant needs follow-up, what information and resources should be provided?

- Updated Audit Sheet & Back-End (Bhavya)