



CALS COLLABORATIVE COLLEAGUES  
Initial Meeting Form

To initiate the most meaningful collaboration, please go through each of the following prompts and make note of your and your colleague’s answers to refer back to throughout the semester to best assist each other.

*Colleagues Info*

CALS Collaborative Colleague 1: \_\_\_\_\_  
Major(s)/Department: \_\_\_\_\_  
Time Advising: \_\_\_\_\_  
CALS Collaborative Colleague 2: \_\_\_\_\_  
Major(s)/Department: \_\_\_\_\_  
Time Advising: \_\_\_\_\_

*Colleagues Semester Plan*

Semester(s): \_\_\_\_\_ Year: \_\_\_\_\_ # of Desired Appointments Shadowed: \_\_\_\_\_  
Preferred Communication: \_\_\_\_\_  
Meeting/Check-in Frequency: \_\_\_\_\_  
Planned Meetings/Check-in’s: \_\_\_\_\_

*Get to Know Your Colleague*

- 1. What are some of your hobbies, activities, etc. outside of advising?

CC 1: \_\_\_\_\_  
CC 2: \_\_\_\_\_

- 2. What are your top 5 Clifton Strengths?

CC 1: \_\_\_\_\_  
CC 2: \_\_\_\_\_

- 3. What qualities are you looking for in a collaborative colleague?

CC 1: \_\_\_\_\_  
CC 2: \_\_\_\_\_

- 4. What areas within the field of advising are you most passionate about?

CC 1: \_\_\_\_\_



CC 2: \_\_\_\_\_

5. What are your professional goals?

CC 1: \_\_\_\_\_

CC 2: \_\_\_\_\_

6. What are some strengths you have as an advisor?

CC 1: \_\_\_\_\_

CC 2: \_\_\_\_\_

7. What are areas of opportunity you see for yourself in advising this year? What resources are you aware of that can assist with these opportunities?

CC 1: \_\_\_\_\_

CC 2: \_\_\_\_\_

8. How do you best learn?

CC 1: \_\_\_\_\_

CC 2: \_\_\_\_\_

9. How do you envision working with your collaborative colleague this year?

CC 1: \_\_\_\_\_

CC 2: \_\_\_\_\_

10. Is there anything else I should know about you to best help you grow as your Collaborative Colleague?

CC 1: \_\_\_\_\_

CC 2: \_\_\_\_\_

Date Completed: \_\_\_\_\_