



# Manage and Mentor

*Virginia Association of Assessing Officers*

# So, You Want To Be An Assessor?

- What led you to the assessment profession?
- What do you like about the profession?
- What do you dislike?
- Can you recall a specific bit of advice you received as you started your career?
- Where do you go today for advice?

# Sound Advice

- **Once you decide assessment administration is for you – GET INVOLVED!**
  - **Take advantage of every educational opportunity available.**
  - **Attend conferences whenever feasible.**
  - **Participate in your associations.**
    - **Serve on committees.**
  - **Earn an IAAO designation.**
  - **Develop your public speaking skills.**
    - **Don't forget the news media.**

# More Advice

- **LISTEN** to respected members of the assessment community.
  - It's OK to take advantage of the experiences of others.
- Be thoughtful in your comments.
  - Know what you are talking about.
  - Stay away from politics.
- Develop a professional relationship with your governing body.
- Always treat the public with courtesy and respect.

# Keys to Management

- **Build your case for improvements (software, training & conference, etc.)**
- **Don't delay or procrastinate regarding important decisions.**
- **Meet deadlines.**
- **Delegate – staff members need opportunities to show responsibility.**
- **Always hire the best qualified person for the job.**
- **Anticipate problems.**
- **“When in doubt, follow the law.”**

# Not a Good Idea

- Hiring good friends or relatives
- Appearances of favoritism
- Office affairs
- Cheat on travel reimbursements
- Derogatory public talk about employees, management team, elected officials, other assessment offices, etc.
- Not paying attention
- Letting the job get in front of your family



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