

## COUNSELOR'S EVALUATION

Counselor:  
 Evaluation for \_\_\_\_\_ school term  
 Evaluator:  
 Evaluation conference date:

Scale:

4	Commendable Exceeds normal standards A real strength Almost always true	2	Needs improvement to meet standards Seldom true
3	Meets standards True most of the time Satisfactory	1	Unsatisfactory and fails to meet standards Critically in need of improvement Almost never true
		0	Insufficient knowledge on which to evaluate Not applicable

### A. PERSONAL CHARACTERISTICS

	1. Believes in the worth and uniqueness of individuals
	2. Aware of personal strengths and weaknesses
	3. Able to alter personal outlook and behavior in the light of new experiences
	4. Has a positive attitude towards the system, the community, professional colleagues and those with whom she works
	5. Appearance is neat and appropriate
	6. Uses good judgment and common sense
	7. Displays emotional control, maturity, and poise
	8. Is prompt and dependable
	9. Is well-organized
	10. Works well with other staff members

Comments:

### B. INTERPERSONAL SKILLS

	1. Facilitates verbal and nonverbal communication with:
	a. Students
	b. Staff
	c. Parents
	2. Displays empathy
	3. Seeks input from students, parents, teachers and administrators

Comments:

### C. COUNSELING SKILLS AND ROLE

	1. Provides a rationale for the use of counseling techniques and procedures
	2. Establishes and maintains counseling relationships within ethical standards
	3. Uses individualized and group counseling techniques effectively
	4. Maintains confidentiality
	5. Uses materials/activities and processes appropriate to the needs and development levels of students
	6. Determines appropriate referrals

	7. Assists staff in working with difficult situations
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Comments:

D. GUIDANCE SKILLS

	1. Assists students in developing life and career planning skills
	2. Facilitates students in exploring many career options
	3. Shares scholarship/college/post-secondary information with students

Comments:

E. TESTING AND EVALUATION

	1. Determines and evaluates objectives and program priorities based on assessed needs
	2. Obtains, interprets and disseminates relevant appraisal data

Comments:

F. PROFESSIONAL GROWTH

	1. Continues efforts toward professional improvement
	2. Shares and seeks knowledge willingly

Comments:

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Evaluator

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Counselor

Signature does not indicate a agreement with the evaluation, but does verify knowledge of the report.