

Counselor Performance Evaluation

Department of Counseling and Mental Health Services

Counselor's Name: _____

Placement Site: _____

Site Supervisor's Name: _____

Site Supervisor's Title: _____

Date: _____

Directions

Rate the counselor's performance using the four-point scale listed below. Do so by circling the appropriate value on the scale along side the item to be rated. If an item does not apply or you do not have enough information to assign a rating, then leave the item blank. Room for comments has been provided at the end of this form. Please document any comments you may have relevant to the counselor's performance. You are expected to comment on any area in which the counselor's performance was either poor or in need of improvement.

Definitions of rating values

Poor (P): The counselor's practice so deviated from the usual or customary ethical or professional standards of practice that it was judged to be harmful or potentially harmful to the client or the client's well being.

Improvement Needed (IN): The counselor's performance shows a need for remediation or additional training.

Good (G): The counselor was able to demonstrate a satisfactory degree of competence in performing a given task or skill.

Superior (S): The counselor is proficient and shows a high degree of expertness in performing a given task or skill.

Personal Characteristics

P IN G S Personal appearance, grooming, and dress.

P IN G S Tolerance of other's values and differences in opinions are in perspective.

P IN G S Openness to criticism and supervision.

P IN G S Professional and ethical conduct.

P IN G S Works cooperatively with other staff.

P IN G S Works cooperatively with other agencies and service providers.

P IN G S Effective verbal communication skills.

P IN G S Effective writing skills.

Counseling Theory and Technique

- P IN G S Able to conceptualize clients and client problems from within a theoretical rationale.
- P IN G S Provides a theoretical rationale for the selection and use of counseling techniques.
- P IN G S Awareness of and respect for multicultural issues and their effects on the client and counseling.
- P IN G S Maintains the confidentiality of client records and information
- P IN G S Develops a positive relationship with clients through the use of empathy, attending, reflection of feeling, immediacy, genuineness, concreteness, and positive regard.
- P IN G S Creates a therapeutic environment that is safe, nondefensive supportive, respectful, and caring.
- P IN G S Assists the client in developing new perspectives through the use of interpretation, confrontation, and cognitive restructuring.
- P IN G S Develops effective, mutually agreed upon treatment plans.
- P IN G S Gives effective case presentations.
- P IN G S Writes accurate and complete case notes and completes them in a timely fashion.
- P IN G S Completes effective discharge and follow-up plans.
- P IN G S Recognizes limitations and makes appropriate referrals when necessary.
- P IN G S Overall rating of counselor's individual counseling skills.
- P IN G S Overall rating of counselor's family counseling skills.
- P IN G S Overall rating of counselor's group counseling skills.

Assessment and Appraisal

- P IN G S Counselor's interviewing and questioning skills relevant to information gathering.
- P IN G S Writes clear and complete case histories
- P IN G S Identifies appropriate information gathering devices such as tests, inventories, questionnaires, etc.
- P IN G S Able to interpret test results and integrate those results into counseling in a meaningful way.
- P IN G S Makes referrals for testing when appropriate.

Lifestyle and Career Development

- P IN G S Integrates career development and lifestyle concerns into counseling.
- P IN G S Familiar with and appropriately uses available information services.
- P IN G S Helps clients collect and interpret information regarding career development and lifestyle concerns.

Comments

Counselor's strengths:

Counselor's needs for improvement:

Student's comments:

Site Supervisor's Signature

Date

Student's Signature

Date

Faculty Supervisor's Signature

Date

The student's signature indicates that this evaluation has been discussed with the student. It does not necessarily mean that the student agrees with the evaluation.