

Name of Faculty Member: _____

B. Knowledge, Skill and Ability as a Counselor	Meets / Exceeds Expectations	Needs Improvement
1. Demonstrates knowledge of counseling processes	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates knowledge of current trends in counseling	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrates knowledge in counseling resources	<input type="checkbox"/>	<input type="checkbox"/>
4. Demonstrates knowledge of policies and requirements affecting students	<input type="checkbox"/>	<input type="checkbox"/>
5. Communicates clearly and effectively with students	<input type="checkbox"/>	<input type="checkbox"/>
6. Actively listens to students	<input type="checkbox"/>	<input type="checkbox"/>
7. Fulfills professional obligations and delivers scheduled services to students and works cooperatively as a member of the counseling team.	<input type="checkbox"/>	<input type="checkbox"/>
8. Respects students as individuals	<input type="checkbox"/>	<input type="checkbox"/>
9. Maintains student confidentiality	<input type="checkbox"/>	<input type="checkbox"/>
10. Fosters an environment of trust and sensitivity	<input type="checkbox"/>	<input type="checkbox"/>
11. Gives students an opportunity for follow up	<input type="checkbox"/>	<input type="checkbox"/>
12. Accepts constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>
13. Adheres to a publicized schedule of work and office hours	<input type="checkbox"/>	<input type="checkbox"/>
14. Is on time for scheduled appointments and for “drop in”	<input type="checkbox"/>	<input type="checkbox"/>
15. Submits required records and reports in timely manner	<input type="checkbox"/>	<input type="checkbox"/>
16. Functions as an effective counselor with a minimum of supervision	<input type="checkbox"/>	<input type="checkbox"/>
17. Actively contributes to college community and fulfills committee responsibility	<input type="checkbox"/>	<input type="checkbox"/>
18. Communicates clearly and effectively with peers	<input type="checkbox"/>	<input type="checkbox"/>
19. Seeks solutions to students concerns with faculty and administration	<input type="checkbox"/>	<input type="checkbox"/>
20. Continually works to improve professional effectiveness	<input type="checkbox"/>	<input type="checkbox"/>
21. Participates in professional growth activities	<input type="checkbox"/>	<input type="checkbox"/>

Sources: (state sources of data). Narrative assessment: (insert comments here or attach separate sheet).