

EMPLOYER PROGRAM EVALUATION FORM

SECTION I SITE DEMOGRAPHIC INFORMATION

- a) Evaluator's Name:
- b) Agency/School Name & Location:
- c) Estimated # of Graduates Employed in last 3 years:
- d) % Time Contact Person is with Graduates (100%, etc.):
- e) % Time Graduate is with Clients/Students (100%, etc.):
- f) Type of population worked with (student, A&D, etc.):
- g) Age of clients (children, adolescents, adults, geriatrics, etc):

SECTION II GENERAL QUESTIONS

- a) Please discuss the level of knowledge our graduates demonstrate related to the job requirements.

- b) Discuss the professional strengths and weaknesses you have observed in our graduates.

- c) Based on your experience, how would you summarize our program's effectiveness to prepare our graduates? Please provide several examples to support your summary.

- d) What opportunities does your agency or school provide for professional development activities, and how is active participation in these activities encouraged and supported?

- e) If you were asked to identify one or two areas that our program needs to focus attention on improvement, what would they be? What suggestions would you offer?

- f) List specific recommendations for additional coursework to enhance our graduates' ability to make an effective contribution to your organization upon graduation.

The following questions are designed to assess our graduates' abilities when first employed at your agency or school. (Rating Scale for use in requesting overall rating of graduates in each area.)

NR	No Report- Skill not required or insufficient evidence to judge
1	Unsatisfactory Performance- Seldom meets established expectations
2	Needs Improvement- Sometimes meets established standards but lacks consistency
3	Good Performance- Meets and occasionally exceeds established standards
4	Very Good Performance-Consistently meets and/or exceeds expected levels of performance

SECTION III PLEASE DISCUSS OUR GRADUATES' PERFORMANCE RELATING TO...

a) Counseling Responsibilities:

1. Demonstration of clinical skills.
2. Application of theory in working with clients.
3. Consistently evaluates effectiveness of counseling activities.
4. Able to develop effective therapeutic relationship with clients.
5. Practices ethical and legal procedures according to the State of Indiana.
6. Maintains professional work habits (including timely completion of paperwork).

b) Professional Responsibilities:

1. Makes counseling a primary job responsibility.
2. Maintains a positive, responsive attitude.
3. Recognizes own personal/professional limitations and organizes caseload appropriately maintains confidentiality.
4. Communicates and demonstrates a non-judgmental manner in all interactions with respect to age, color, culture, disability, ethnic group, gender, race, religion, sexual orientation, marital status and socioeconomic status.
5. Ability to work effectively with diverse populations as outlined above.
6. Pursues professional growth and development through maintenance of professional memberships and attendance at professional seminary, workshops and conventions.

c) Consultation:

1. Demonstrates resourcefulness in offering suggestions to assist in problem solving.
2. Appropriately consults with colleagues, supervisors, and other relevant individuals as needed to perform professional duties.
3. Coordinates client care with appropriate agency/school and community personnel to provide necessary resources for clients.

**Do master's level graduates to assessments/evaluations at your school or agency?*

Yes No **If no, please do NOT fill out the following section.**

d) Assessment/Evaluation/Testing:

1. Assists in the identification of those who have special needs and gathers information needed for effective problem identification and referral.
2. Knowledgeable of special programs and services available and maintains appropriate referral network.
3. Demonstrates understanding of the purposes and uses of various types of assessments or standardized tests and evaluates their appropriateness and fairness for use with your client population.

SECTION IV OTHER COMMENTS/SUGGESTIONS

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