

## Counselor Self Evaluation

*To be completed by Counselor*

Counselor \_\_\_\_\_ Evaluation Year \_\_\_\_\_

Campus \_\_\_\_\_ Date \_\_\_\_\_

The counselor self evaluation provides an opportunity for the counselor to respond to student evaluations, list his/her accomplishments and plan next year's professional growth and development.

Using the Professional Standards listed below, describe and document this year's activities, accomplishments and goal attainment in each Job Criteria. In your discussion, please highlight the materials and methods you have found to be helpful in addressing the current R&SS initiative associated with the College's goals (e.g. Closing the Gaps).

### Professional Standards

- Job knowledge – knowledge of college programs, techniques, skills, process, procedures, and material.
- Qualitative assessment – accuracy and freedom from errors, adherence to policies and procedures, effective interventions.
- Quantitative assessment – actual output of work, e.g. number of students served, input into database as necessary, deadlines met, timely response to requests, complaints, and/or grievances.
- Dependability – punctual, reliable, accurate.
- Interpersonal skill – effective communication and relationship skills, teamwork, flexibility, respect of colleagues.

I. Portfolio, updated and submitted annually, must include these items for discussion:

- A. Counseling Philosophy Statement
- B. Flyer or handouts used in group or individual settings
- C. Workshops/presentations outlines
- D. Community Outreach Plan
- E. Professional Development Plan
- F. Retention Tools
- G. Frequently used resources – agencies, internet, organizations, references

II. Evaluation Components

- A. Professional Standards Summary

- B. Response to Evaluations
  - 1. Student Evaluations
    - a) Workshops for College Success
    - b) New Student Orientation
    - c) Student Point of Service Evaluation
  - 2. Campus Dean of Student Services' Observation(s)
  - 3. Other

- C. Counseling
  - 1. Career Planning
  - 2. Problem Resolution
  - 3. Educational Planning
  - 4. Transfer Planning

- D. Advising
  - 1. Course Selection
  - 2. Degree Planning Information

- E. Program Planning/Retention Services
  - 1. Current Projects
  - 2. Future Initiatives

- F. Instruction
  - 1. Student Workshops
  - 2. Faculty/Staff Workshops
  - 3. New Student Orientation
  - 4. Other Instruction, if applicable

- G. Professional Service
  - 1. College – committees, consultation, mentoring, student organizations
  - 2. Supervision/Mentoring, if applicable
  
- H. Professional Development
  - 1. Professional membership (if applicable) and organizational participation
  - 2. Conferences, workshops, other training completed
  
- I. Community Outreach/Service (e.g. high school visits, high school liaisons, university contacts, agency visits, outreach activities)
  
- J. Initiatives, if applicable

**III. Action Plan**

Describe how to improve, continue or expand your skills in any of the following areas citing specific activities when appropriate. List your goals, the strategies you will use to attain them, and a target date to complete the goal.

- Counseling
- Instruction
- Professional Service
- Professional Development
- Community Outreach
- Other

Goal	Strategy	Resources and Assistance Needed	Completion Date
1.			
2.			
3.			
4.			
5.			

Distribution:  
 Original – Campus Dean of Student Services  
 Copy – Counselor