



**Clinical Placement Evaluation
 Career Counseling Placement**

Counseling Student’s Name: _____

To the Site Supervisor:

Thank you for supervising the student named above during either their practicum, internship, or both. This formal evaluation is to be completed at the end of each semester of placement. Once finished, please enclose the evaluation in a **sealed envelope, sign across the sealed flap**, and return it to the student’s University supervisor at the address above.

Your name: _____

Your business address: _____

Profession: _____ Title: _____ Degree: _____ Yrs. In the profession: _____

Telephone #: _____ email: _____

The questions on this evaluation are divided into three areas: (1) Foundational Skills, (2) Specialty-area Skills, and (3) Disposition. We are attempting to assess practical skills, skills specific to CACREP program guidelines (accreditation guidelines), and elements related to our conceptual framework at NCCU, respectively. This data is used for student assessment and program evaluation.

For most of the elements, we ask that you rate the student on the following scale:

- 1: Below Standard
- 2: At Standard
- 3: Above Standard
- 4: Well Above Standard
- UR: Unable to Rate

Please rate the item, with the idea that you are comparing the student with other student counselors or counselors you may know.

Thank you for your time invested in our profession’s future!

FOUNDATIONAL SKILLS	1 Below Std	2 At Std	3 Above Std	4 Well Above	UR
1. Individual counseling skills					
2. Diagnostic/Assessment skills					
3. Ability to set goals with clients					
4. Appropriate record keeping					
5. Group counseling skills					
6. Consulting skills					
7. Insight into client’s problems					
8. Knowledge of assessment instruments/methods					
9. Ethical conduct					
10. Concern for the welfare of clients					
11. Recognition of own limits					
12. Ability to keep material confidential					
13. Ability to establish and maintain counseling relationships within ethical standards.					
14. Ability to work with clients using a model of counseling consistent with a counseling theory.					
15. Facilitates good communication and interpersonal relationships					

16. Conducts case conferences and staffing sessions with other professionals skillfully					
17. Communicates acceptance and empathy in appropriate verbal and non-verbal language					
18. Relates to others with ease toward the building of rapport and trust					
19. Demonstrates initiative and is able to work autonomously with minimal guidance					
20. Exhibits clarity in speech and language patterns and in cognitive thought					
21. Case Conceptualization					

SPECIALTY-AREA SKILLS: <i>(please note that these are the skill elements included within the 2009 CACREP standards for Career Counseling Programs)</i>	1 Below Std	2 At Std	3 Above Std	4 Well Above	UR
22. Demonstrates the ability to apply and adhere to ethical and legal standards in career counseling.					
23. Demonstrates an ability to explain career development as an integral subset of human development.					
24. Demonstrates the ability to identify and understand clients' personal, family, and cultural characteristics related to their career development.					
25. Demonstrates the ability to identify and understand clients' attitudes toward work and workers, and their career decision-making processes.					
26. Demonstrates the ability to support and challenge clients in preparing for and initiating life-work role transitions, including the following: a. locating, obtaining, and interpreting sources of relevant career information and experience; b. acquiring skills needed to make life-work role transitions; c. examining life-work roles, including the balance of work, leisure, family, and community in their careers.					
27. Demonstrates the ability to help the client acquire a set of employability and job search skills.					
28. Demonstrates the ability to establish and maintain a consulting relationship with persons who can influence a client's career.					
29. Demonstrates the ability to recognize his or her own limitations as a career counselor and to seek supervision or refer clients when appropriate.					
30. Demonstrates the ability to make accommodations for career needs unique to multicultural and diverse populations, such as the following: a. identifying alternative approaches to meet clients' career planning needs; b. designing and delivering career development programs and materials to hard-to-reach populations; and c. demonstrating the ability to advocate for clients' career development and employment.					
31. Demonstrates an ability to help staff members, professionals, and community members understand the unique needs/characteristics of multicultural and diverse populations with regard to career exploration, employment expectations, and economic/social issues.					
32. Demonstrates the ability to explain, articulate, and advocate for the importance of career counseling, career development, life-work planning, and workforce planning to legislators, other policymakers and/or the general public.					
33. Demonstrates an ability to identify, select, and provide appropriate career assessment tools for clients.					
34. Demonstrates an ability to administer, score, and appropriately report findings from career assessment instruments involving issues such as leisure interests, learning style, life roles, self-concept, career maturity, vocational identity, career indecision, work environment preference (e.g., work satisfaction), and other related life-career development issues.					
35. Demonstrates an ability to assess conditions of the work environment (e.g. tasks, expectations, norms, qualities of the physical and social aspects of work environments).					
36. Applies relevant research findings to inform the practice of career counseling.					
37. Develops measurable outcomes for career counseling programs, activities, and experiences.					
38. Analyzes and uses data to increase the effectiveness of career counseling programs and interventions.					
39. Demonstrates the use of various types of research designs appropriate to career counseling and development research.					

40. Participates in the planning and organization of a comprehensive career resource center.					
41. Demonstrates the ability to implement career development programs in collaboration with others.					
42. Demonstrates the ability to train others in the appropriate use of technology for career information and planning.					
43. Demonstrates the ability to provide effective supervision to career development facilitators.					
44. Demonstrates the ability to initiate and implement a marketing and public relations campaign on behalf of career development activities and services.					
45. Demonstrates the ability to manage career, educational, and personal-social information resources.					
46. Demonstrates the ability to evaluate and disseminate career and educational information.					

DISPOSITION:	1 Below Std	2 At Std	3 Above Std	4 Well Above	UR
47. Ability to relate to co-workers					
48. Personal Integrity					
49. Sense of responsibility					
50. Ability to be objective on the job					
51. Demonstrate through counseling and life style a respect for the worth, uniqueness, and dignity of all individuals					
52. Exhibits self-control, poise and emotional stability					
53. Demonstrates the capacity to accept and profit from constructive feed-back					
54. Demonstrates the traits of trust, dependability, genuineness, honesty, and confidentiality in relating to others					
55. Exhibits a personal code of ethics that is consistent with professional ethics					
56. Demonstrates social consciousness (or a commitment toward it)					
57. Commitment to promoting social justice					
58. Is able to offer a global perspective toward counseling					
59. Has an affirming attitude toward culturally and linguistically diverse students – understands and respects clients'/students' cultural background					
60. Is able to accept and offer multiple perspectives in the counseling/learning process					
61. Understands the community environments and lives of clients					
62. Applies culturally responsive practices					
63. Utilizes strategies which maintain discipline to promote safe and secure workplaces.					
64. Utilizes strategies to embrace anti-racist practices					
65. Appears to have investigated personal cultural background and beliefs					
66. Is Punctual					
67. Has been a reflective counselor (reflects on activities).					
68. Dresses and presents self professionally					

NARRATIVE – Please respond to the following questions, and attempt to cite any evidence/observations/examples of your evaluation.

1. How would you describe the student's knowledge of counseling?

2. How would you describe the student's counseling skills?

3. What things did you identify and target with respect to improving the student's abilities?

I verify that the student counselor was under my supervision at _____ during the period from _____ to _____ for a total of _____ hours of counseling and counseling-related work experience.

During this period of time, I provided the applicant with a total of _____ hours of individual supervision during which I critiqued the applicant's counseling and counseling-related skills based on one or more of the following forms of observation of the supervisee's counseling practice (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Direct observation | <input type="checkbox"/> Verbatim transcripts |
| <input type="checkbox"/> Audio-tapes | <input type="checkbox"/> Case discussion (self-report) |
| <input type="checkbox"/> Video-tapes | <input type="checkbox"/> Reading documents (e.g., journal, reflections, case notes) |

I verify that I provided the student with one hour of supervision per week.

Signature

Print name

Date