

Name of Faculty Member: \_\_\_\_\_

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

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