

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

<b>B. Knowledge, Skill and Ability as a Counselor</b>	<b>Exceeds Expectations</b>	<b>Meets 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. Provides a non-judgmental environment			
8. Respects students as individuals			
9. Respects student's confidences			
10. Creates an environment of trust and sensitivity			
11. Gives students an opportunity for follow up			
12. Accepts constructive criticism			
13. Maintains regularly scheduled 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 activity			
22. Functions effectively with a minimum of supervision			

Sources: (state sources of data)

Narrative assessment: (insert comments in text box or attach separate piece of paper)