

Site Supervisor Evaluation Form

Please review this with the student at the start of the placement. Formal completion and review with the student must occur at least twice during the placement time- at the mid-point and end. The original document is placed in the student's file, and student and site supervisor should maintain a copy. Program Faculty rely on these evaluations to determine the student's final grade.

Student's Name: _____ Site Supervisor's Name: _____ Date: _____

Type of Evaluation (Circle one)	Total Hours Completed to Date
Mid-Term	
Final	

Improvement needed- Concern warrants plan for remediation	Focus for growth- Does not merit plan for remediation	Developmentally appropriate	Advanced for developmental stage	Unable to assess- Not enough information
1	2	3	4	NEI

PROFESSIONAL DEMEANOR

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Treats others (e.g., colleagues, clients, staff, faculty) respectfully. | 1 | 2 | 3 | 4 | NEI |
| 2. Is prepared, reliable, and shows an appropriate work ethic. | 1 | 2 | 3 | 4 | NEI |
| 3. Completes assigned responsibilities. | 1 | 2 | 3 | 4 | NEI |
| 4. Responsive to supervision and feedback. | 1 | 2 | 3 | 4 | NEI |
| 5. Maintains poise under stress. | 1 | 2 | 3 | 4 | NEI |
| 6. Exhibits ethical behavior and decision-making. | 1 | 2 | 3 | 4 | NEI |
| 7. Engages in self-assessment and reflection. | 1 | 2 | 3 | 4 | NEI |
| 8. Openness to culturally competent learning. | 1 | 2 | 3 | 4 | NEI |
| 9. Works collaboratively with colleagues. | 1 | 2 | 3 | 4 | NEI |
| 10. Displays effective communication with others. | 1 | 2 | 3 | 4 | NEI |

COUNSELING SKILLS

- | | | | | | |
|--|---|---|---|---|-----|
| 1. <u>Level I Skills- Initial Skill Sets</u> | | | | | |
| • Communicates interest and attention in client | 1 | 2 | 3 | 4 | NEI |
| • Demonstrates appropriate "Yes sets" (e.g., nodding head) | 1 | 2 | 3 | 4 | NEI |
| • Sensitive to cultural preferences | 1 | 2 | 3 | 4 | NEI |
| • Sensitive to developmental differences | 1 | 2 | 3 | 4 | NEI |
| • Open body positioning and posture | 1 | 2 | 3 | 4 | NEI |
| 2. <u>Level II Skills- Advanced Listening Skills</u> | | | | | |
| • Displays appropriate level of empathy | 1 | 2 | 3 | 4 | NEI |
| • Reflects accurate feelings | 1 | 2 | 3 | 4 | NEI |
| • Restates content | 1 | 2 | 3 | 4 | NEI |
| • Hears underlying feelings and concerns | 1 | 2 | 3 | 4 | NEI |
| • Does not unnecessarily interrupt client | 1 | 2 | 3 | 4 | NEI |

- Concentrates completely on the client 1 2 3 4 NEI
- 3. Level III Skills- Connection and Introduction
 - Utilizes opening that was inviting and set the tone for change 1 2 3 4 NEI
 - Finds common ground with the client 1 2 3 4 NEI
 - Self-discloses appropriately. 1 2 3 4 NEI
- 4. Level IV Skills-Minimal Questions/Wrap up
 - Uses furthering responses appropriately (e.g., “tell me more”) 1 2 3 4 NEI
 - Allows client to lead the conversation 1 2 3 4 NEI
 - Provides closure to the session, with future focus 1 2 3 4 NEI
 - Appropriately terminates with a client 1 2 3 4 NEI
- 5. Utilizes ethical, developmental, & cultural case conceptualization. 1 2 3 4 NEI

COMMENTS:

By signing the document, both student and supervisor acknowledge reviewing the progress, nothing areas for growth. Submit the original to your Practicum/University Supervisor; keep copies for your files.

Printed names and signatures of site supervisor and student:

_____ Date: _____
 Site Supervisor

_____ Date: _____
 Practicum Student