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| **Career Counselor – Faculty Evaluation Document** |  |
| **Academic Counseling** | **Recommended Changes for Career Counseling – Please add your recommended revisions and notes here.** |
| 1. **Building Rapport** *The counselor conducted the session in a manner that established rapport with the counselee.* **Examples:** 2. Created an empathetic environment 3. Actively and effectively listened to the student 4. Demonstrated clear and concise communication 5. Fostered a climate of mutual respect 6. Sensitive to student differences and their situations (regardless of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or pregnancy). | **No Recommended Changes** |
| 1. **~~Assessment:~~** *~~The counselor assessed and defined student’s academic, personal, career needs to facilitate a productive counseling session.~~*   ~~Examples:~~   1. ~~Assisted in clarifying/defining student’s questions/needs~~ 2. ~~Priorities concerns and established tasks to be covered~~ 3. ~~Adapted style of communication to student’s development level~~ 4. ~~Assessed and defined academic, career, personal, and career needs.~~ | **Responsiveness:** *The counselor listened to/identified/helped to clarify the counselee’s academic, personal, and career issues/concerns and was helpful in addressing counselee’s needs.* a. Was attentive to questions and comments  b. Responded clearly and precisely to counselee’s needs and special circumstances  c. Priorities issues/concerns and established tasks to be completed  e. Adapted style of communication to counselee’s developmental level  f.Allowed counselee to express their career aspirations and challenges through inquiry rather than directing g. Discussed/shared major and career options to address their academic and professional needs/goals |
| 1. **Expertise:**   *~~The counselor demonstrated knowledge of counseling practices and skills appropriate to the session.~~*  *~~Examples:~~*   1. ~~Provided accurate, applicable, information for advising and planning~~ 2. ~~Demonstrated knowledge of policies & procedures~~ ~~Used counseling-related websites and other tools when applicable~~ 3. ~~Applied knowledge of student support resources and procedures to access services~~ | **Expertise:** The counselor demonstrated knowledge of counseling practices and skills appropriate to the session.   1. Understands and applies theories of Career Development 2. Provides Culturally competent Career Development interventions 3. Utilizes technology to support Career counseling and planning 4. Helps students process information through their own viewpoint (based on the student’s values, interests and skills). 5. Helps students understand the implications of continued growth and development for career planning |
| 1. **~~Counseling and Advising~~** ~~Examples:~~ 2. ~~Developed a Student Educational Plan addressing the student needs/goals~~ 3. ~~Completed appropriate forms~~ 4. ~~Assisted in researching relevant information~~ 5. ~~Developed a class schedule~~ 6. ~~Performed unofficial transcript evaluation~~ 7. ~~Helped students clarify goals~~ 8. ~~Reviewed student notes in the Student Success Link~~ | **Career Counseling**  *Engages in Career activities that help students develop self-awareness* *Examples:*   1. Help students develop major and occupational awareness 2. Help students understand the decision-making process and clarify goals 3. Interpret Career assessments including Myers Briggs Type Indicator (MBTI), Strong Interest Inventory (SII), Self-Directed Seach (SDS), etc. (if applicable) 4. Assist students in evaluating, interpretating and locating career and major information 5. Assists students in understanding how educational and career goals impact other aspects of their life planning. 6. Listens to student concerns and perspectives and takes into consideration their insights and level of self-awareness. |