

**EMPLOYEE EVALUATION  
APPENDIX E**

**Materials Evaluation (Counselor)**

Counselor's name \_\_\_\_\_ Date \_\_\_\_\_

I. Counseling Practice and Procedures

1. Philosophy of counseling
2. Knowledge of ethical and legal practices and procedures
3. Implementation of ethical and legal practices and procedures
4. Knowledge of resources and referrals
5. Appropriate use of resources and referrals
6. Completion of assignments

II. Student Assessment

1. Use of appropriate techniques
2. Use of appropriate assessment instruments
3. Feedback of results to student
4. Establish a plan of action based on assessment results

III. Summary

Strengths  
Improvements suggested  
Instructor response

Evaluator \_\_\_\_\_

*NOTE: This form can be accessed at K:\AllStaff\Forms\Academic Programs\ Evaluation\Materials Evaluation form-counselor.doc (12/6/00)*