

Wake Forest University Department of Counseling

**HELPING PROFESSIONAL-IN-TRAINING CHECKLIST
SITE SUPERVISOR/SITE MENTOR EVALUATION**

Student's Name: _____

Date: _____

_____ School (or) _____ Clinical Mental Health (or) _____ Human Services

_____ Practicum (or) _____ Internship (or) _____ Field Experience

_____ Interim (or) _____ Final Evaluation

CHECKLIST COMPLETED BY SITE SUPERVISOR/SITE MENTOR:

Name of On-site Supervisor/Mentor: _____

Agency or School Name: _____

Period Covered by Evaluation: From: _____ To: _____

This evaluation is intended to help the student, agency/school, and University assess the student's progress in the development of the knowledge, values, and skills necessary for the practice of Counseling or Human Services. The evaluation guide presented here is a tool to assist in that process. Feel free to include additional areas or criteria which you believe are important.

IV. SELF-ORGANIZATION SKILLS

1 2 3 4

- A. Ability to organize, and carry out a work plan — — — —
- B. Ability to keep appropriate documentation..... — — — —
- C. Professional discipline in use of time..... — — — —
- D. Initiative in involving self in learning activities — — — —
- E. Completion of assigned tasks..... — — — —

V. HELPING SKILLS

1 2 3 4

- A. Establishment of rapport — — — —
- B. Goal-setting with students/clients — — — —
- C. Use of effective strategies — — — —
- D. Assessment of student's/client's progress..... — — — —
- E. Effective termination with students/clients — — — —
- F. Effective group counseling skills — — — —
- G. Accurate assessment of students'/clients' needs — — — —

VI. COMMUNICATION SKILLS

1 2 3 4

- A. Writing Skills — — — —
- B. Oral Skills..... — — — —

**VII. OVERALL COMPETENCE IN COUNSELING OR HUMAN SERVICES PRACTICE
(Final evaluation only)**

_____ 1. Exceptional performance; excels in most areas of competence; very well qualified for entry-level Counseling or Human Services position. (Pass)

Comments:

_____ 2. Consistently above average performance; better than normally expected; well qualified for entry-level Counseling or Human Services position. (Pass)

Comments:

_____ 3. Normally expected performance; consistently meets requirements; qualified for entry-level Counseling or Human Services position. (Pass)

Comments:

_____ 4. Sometimes meets minimum requirements; needs more than the usual supervision; not yet qualified for entry-level Counseling or Human Services position. (Fail)

Comments:

_____ 5. Evidence of inadequate performance; corrective steps should be taken; probably not a good candidate to become a Counselor or Human Services professional. (Fail)

Comments:

What areas do you believe the student should focus on in the future to enhance his/her competence as a professional counselor or human services professional?

Would you be willing to serve as an on-site supervisor for another student in the future?

Was the administrative support from the University adequate? (If not, make suggestions.)

Additional Comments:

I HAVE SHARED THIS COMPLETED FORM WITH THE STUDENT. Yes No

Signature

Date