

# FIELD SITE SUPERVISOR'S EVALUATION OF INTERNSHIP TRAINEE

---

☐ **Mid-Term**      ☐ **Final**

Counselor Trainee: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

Field Site Supervisor: \_\_\_\_\_

Field Site (Agency): \_\_\_\_\_

This evaluation provides 1) means for counselor trainee self-assessment, 2) feedback from the field site supervisor, and 3) data for faculty for discussion of progress and improvement areas. We encourage you to share this evaluation with the counselor trainee. After reading each statement below, please circle the number that best reflects your evaluation of the trainee's performance at this point.

## **Please rate the student's skills on the following scale:**

- 5 Superior performance, not usually observed in an individual with trainee's level of training and experience.
- 4 Excellent performance, considering training and experience level.
- 3 Good, average performance, considering level of training and experience.
- 2 Below average performance considering training and experience level.
- 1 Very low performance, remediation efforts recommended. NA Does not apply.

## **Administrative responsibilities**

- \_\_\_ Attends staff meetings regularly and makes *appropriate* contributions.
- \_\_\_ Maintains appropriate client records as specified by the field site placement
- \_\_\_ Maintains standing appointment records with secretarial staff.
- \_\_\_ Gives attention to general administrative details.

## **Supervision**

- \_\_\_ Keeps supervision appointments and participates actively and willingly.
- \_\_\_ Seeks feedback and accepts suggestions and criticism well.
- \_\_\_ Is open to self-examination and overcoming personal blocks to counseling.
- \_\_\_ Attends case conferences, presents cases, and contributes appropriately.
- \_\_\_ Evaluates counseling sessions/recordings appropriately and gains insights with minimum help from supervisor.

## **Counseling**

- \_\_\_ Is warm, caring, and empathic with clients.
-

- \_\_\_ Is accepting and non-judgmental of clients.
- \_\_\_ Is a good, active listener.
- \_\_\_ Is flexible and spontaneous during sessions.
- \_\_\_ Counsels effectively with a variety of people and problems.
- \_\_\_ Conceptualizes problems skillfully and applies counseling techniques according to a consistent rational.
- \_\_\_ Applies wide-range of counseling modalities and techniques.
- \_\_\_ Is observant and insightful regarding verbal and non-verbal behaviors.
- \_\_\_ Confronts appropriately and helpfully.
- \_\_\_ Has appropriate self-disclosure and sharing of feelings and experiences.
- \_\_\_ Gives positive suggestions and expectations of success to clients.
- \_\_\_ Paces and times interventions with skill.
- \_\_\_ Gives homework assignments when appropriate and uses resource material.
- \_\_\_ Understands and appropriately uses assessment tools.

#### **Professional Relationships and Staff Development**

- \_\_\_ Attends in-service training seminars and *contributes* appropriately.
- \_\_\_ Willingly reads recommended material/conducts relevant library research.
- \_\_\_ Is involved in seminars, workshops, or other activities to enhance skills or increase knowledge base.
- \_\_\_ Relates well with professional and non-professional staff.
- \_\_\_ Maintains high ethical standards consistent with ACA and local policy.

#### **ADDITIONAL COMMENTS:**

Field Site Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_