



Review of Counsellor's Department-Assigned Tasks

Counsellor: _____ Date: _____
Reviewer: _____

Department-Assigned Tasks (to be completed by counsellor):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Directions:

Thank you for agreeing to carry out this review. The results will form part of an overall assessment of this counsellor's performance and will be used to identify any areas where skills and expertise might be developed.

Each item is to be assessed according to the following scale:

S	SR	U	
Satisfactory	Satisfactory with Reservations	Unsatisfactory	No Opinion

No Opinion is the appropriate response where you have insufficient data or you are otherwise unable to assess the item. Items indicated by an asterisk are to be left blank if you are not qualified to make an assessment. Please note that reviewer comments are welcome when particularly effective or otherwise noteworthy performance is observed.

Satisfactory with Reservations or **Unsatisfactory** are appropriate responses where the assessor cannot rate the instructor as **Satisfactory** on the item. When choosing either of these options, you must clearly explain why a rating of **Satisfactory** could not be given. If no explanation is provided the response will be scored as **No Opinion**.

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1. The counsellor carries out department-assigned duties in a timely manner. S SR U No Opinion

2. The counsellor carries out department-assigned duties in an effective manner. S SR U No Opinion

3. The counsellor communicates effectively with department colleagues. S SR U No Opinion

4. The counsellor works constructively in collaboration with others. S SR U No Opinion

5. The counsellor is productive when working independently. S SR U No Opinion

6. The counsellor participates regularly in department meetings. S SR U No Opinion

7. The counsellor makes positive contributions to department decision-making. S SR U No Opinion

8. The counsellor takes opportunities to improve departmental services. S SR U No Opinion

9. The counsellor demonstrates respect for individuals. S SR U No Opinion

10. The counsellor's handling of confidential information is consistent with legal and ethical practices. S SR U No Opinion