

Counselling Skills Evaluation Form

To the Referee: This form is meant to be completed by a **counselling** course (ED-D 417 or equivalent) instructor or a **counselling** (or a related profession) supervisor in a volunteer or professional setting. Additional information may be provided in a letter but **REFEREES MUST COMPLETE THIS FORM IN FULL**. The information in this report will be considered confidential and will not be released to anyone outside the University of Victoria.

Name of Applicant _____ Date of Report: _____

Location of Supervisory or Teaching Relationship: _____

Context of Relationship: _____

Course (number/title, _____
grade, duration, content)

Clinical Setting (volunteer/
paid, duties performed, _____
duration)

Dates and duration of contact: _____

Type and amount of supervision per client hour: _____

■ Ability to establish rapport with clients:

<i>Inability to effectively establish rapport</i>	<i>Struggles to effectively establish rapport</i>	<i>Able to effectively establish rapport</i>	<i>Very skilled in effectively establishing rapport</i>	<i>Exceptionally skilled in effectively establishing rapport</i>
---	---	--	---	--

■ Ability to demonstrate active listening skills (i.e. paraphrasing, summarizing, clarification, and appropriate questioning) with clients:

<i>Inability to demonstrate active listening skills</i>	<i>Struggles to demonstrate active listening skills</i>	<i>Able to demonstrate active listening skills</i>	<i>Very skilled in demonstrating active listening</i>	<i>Exceptionally skilled in demonstrating active listening</i>
---	---	--	---	--

■ Ability to demonstrate accurate expressed empathy with clients:

<i>Inability to demonstrate accurate expressed empathy</i>	<i>Struggles to demonstrate accurate expressed empathy</i>	<i>Able to demonstrate accurate expressed empathy</i>	<i>Very skilled in demonstrating accurate expressed empathy</i>	<i>Exceptionally skilled in demonstrating accurate expressed empathy</i>
--	--	---	---	--

■ Ability to demonstrate conceptual skills (e.g. case conceptualization, treatment planning) in supervision and case consultation:

<i>Inability to demonstrate conceptual skills</i>	<i>Struggles to demonstrate conceptual skills</i>	<i>Able to demonstrate conceptual skills</i>	<i>Very skilled in demonstrating conceptual abilities</i>	<i>Exceptionally skilled in demonstrating conceptual abilities</i>
---	---	--	---	--

■ Demonstration of professional/ethical behaviours (as defined by the Canadian Counselling Association) with colleagues and clients:

<i>Did not demonstrate professional/ethical behaviours</i>	<i>Struggled to demonstrate professional/ethical behaviours</i>	<i>Adequately demonstrated professional/ethical behaviours</i>	<i>Clearly demonstrated professional/ethical behaviours</i>	<i>Insufficient basis to judge applicant's professional/ethical behaviours</i>
--	---	--	---	--

■ Demonstrates openness to feedback from supervisors:

<i>Was not open to feedback from supervisors</i>	<i>Somewhat open to feedback from supervisors</i>	<i>Fairly open to feedback from supervisors</i>	<i>Very open to feedback from supervisors</i>	<i>Completely open to feedback from supervisors</i>
--	---	---	---	---

■ Applicant's ability to demonstrate awareness of the impact of his/her behaviour on others (i.e., clients, colleagues, supervisors, staff):

<i>Inability to demonstrate awareness of impact on others</i>	<i>Struggled to demonstrate awareness of impact on others</i>	<i>Able to demonstrate awareness of impact on others</i>	<i>Clearly demonstrates awareness of impact on others</i>	<i>Insufficient basis to judge applicant's awareness</i>
---	---	--	---	--

■ What is your overall assessment of the suitability of this applicant for entrance into the graduate program in counselling psychology?

<i>The candidate is unsuitable</i>	<i>The candidate is below average</i>	<i>The candidate is average</i>	<i>The candidate is very good</i>	<i>The candidate is excellent</i>	<i>The candidate is exceptional</i>
------------------------------------	---------------------------------------	---------------------------------	-----------------------------------	-----------------------------------	-------------------------------------

Please use this section to provide further comments on the applicant: _____

Evaluator's Information: Name: (Please print) _____

Signature: _____ Title: _____

Phone: _____ Email: _____

Please email this form directly to the Counselling Graduate Secretary at epslgrad@uvic.ca