

**ALABAMA PROFESSIONAL EDUCATION PERSONNEL
EVALUATION PROGRAM**

**SELF-ASSESSMENT FORM
COUNSELOR SYSTEM**

Counselor:. _____

Date: ____/____/____
(MM DD YY)

This self-assessment instrument should be completed by the counselor for his/her own personal use. The information obtained from the self-assessment can be used in three ways: 1) to identify areas for improvement; 2) to compare personal perceptions of performance with results of evaluation by a superordinate; and 3) to assist in developing a professional development plan collaboratively with one's supervisor. It is the counselor's option whether to share the results of the self-assessment during the Evaluation Summary Conference, but sharing can lead to useful discussion.

Counselors should refer to the list of definition items in determining their performance for the indicators and competency areas. The definition items define each indicator and should be used to formulate a response at the indicator level. Indicator scores should be used to formulate an overall score for each competency area.

The following scale should be used to determine the scores for each of the indicators and competency areas.

1 Unsatisfactory	<i>Indicates the counselor's performance in this position requirement is not acceptable. Improvement activities must be undertaken immediately.</i>
2 Needs Improvement	<i>Indicates the counselor's performance sometimes but not always meets expectations in this position requirement. Improvement activities are required for performance to consistently meet standards.</i>
3 Area of Strength	<i>Indicates the counselor consistently meets and sometimes exceeds expectations for performance in this position requirement. Performance can be improved in the area(s) indicated, but current practices are clearly acceptable.</i>
4 Demonstrates Excellence	<i>Indicates the counselor does an outstanding job in this position requirement. No area for improvement is readily identifiable.</i>