



### Counselling Skills Evaluation Form

This form is meant to be completed by a counselling course (ED-D 417 or equivalent) instructor or a helping profession supervisor in a volunteer or professional setting (i.e., someone who has completed a post-degree certificate, masters’s degree, or doctoral degree in psychology, social work, or a related profession). **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:

Role/relationship with the applicant:

Dates and duration of role/relationship:

**Ability to establish rapport with clients, colleagues, supervisors, staff:**

*Unsuitable      Below Average      Average      Above Average      Exceptional*

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

*Unsuitable      Below Average      Average      Above Average      Exceptional*

**Ability to demonstrate accurate expressed empathy with clients:**

*Unsuitable      Below Average      Average      Above Average      Exceptional*

**Demonstration of professional/ethical behaviours with colleagues and clients:**

*Unsuitable      Below Average      Average      Above Average      Exceptional*

**Demonstrates openness and non-defensiveness to feedback from supervisors:**

*Unsuitable      Below Average      Average      Above Average      Exceptional*

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

**Evaluator’s Information - Name (please type):**

Signature:

or type initials:

Email:

*Please email this form directly to the Counselling Graduate Administrator at [ep1sgrad@uvic.ca](mailto:ep1sgrad@uvic.ca)*

