

**LACAMAS COUNSELING
PERFORMANCE EVALUATION**

Name _____

Reviewed With _____ Review Date _____

Rating scale: Provide narrative commentary when possible.

- S Noticeable strength
- / Skill is appropriate to level of training and experience
- I Needs improvement (must specify)
- NA Not applicable

Evaluation completed every April & October

Rating	Value of Professionalism
	Professional: Appearance & presentation (dress, groom, demeanor) Comments:
	Professional: Maintains a clean and organized office space Comments:
	Professional: Timeliness in starting and ending appointments Comments:
	Professional: Responsiveness to current client requests, needs, tasks, emails, and messages Comments:
	Professional: Demonstrates competence in supporting clients in crisis and addressing safety concerns Comments:
	Professional: Responsiveness to new client emails, messages, and scheduling Comments:
	Professional: Practices autonomously with confidence and assertiveness Comments:
	Professional: Eagerness and commitment to deepening clinical knowledge, specialties, and competence Comments:
	Professional: Incorporates empirical findings, research, and interventions in treatment Comments:
	Professional: Demonstrates preparation for client sessions Comments:

	Professional: Follow-through on clinical documentation within 48 hours of completed session; fulfills responsibilities without reminders Comments:
	Professional: Clearly and effectively documents client treatment in assessments, treatment plans, clinical notes, and other related documentation Comments:
	Professional: Formulates realistic short and long-term treatment goals, fostering hope, and recognizing therapeutic impasses Comments:
	Professional: Demonstrates and implements an organized case conceptualization from a theoretical view Comments:
	Professional: Practices and continuously develops cultural competency Comments:
	Professional: Positively representing the name and branding of Lacamas Counseling through speech, written statements, and services provided Comments:
	Professional: Networking outside of Lacamas Counseling and establishing a professional presence Comments:
	Professional: Knowledge of and follow-through on Lacamas Counseling policies & procedures Comments:
	Professional: Take care of logistics of running your own business (e.g. license, taxes, etc.) Comments:

Rating	Value of Integrity
	Integrity: Practicing within areas of competence Comments:
	Integrity: Appropriately self-critical and accurate self-assessments Comments:
	Integrity: Seeking supervision and consultation when appropriate; and utilizing supervision effectively Comments:

	<p>Integrity: Protecting client confidentiality and information in conversations, consultations, messages, paper documents</p> <p>Comments:</p>
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Rating	Value of Collaboration
	<p>Collaboration: Demonstrating humility and openness with colleagues</p> <p>Comments:</p>
	<p>Collaboration: Communicates client cases and findings clearly in consultation and supervision</p> <p>Comments:</p>
	<p>Collaboration: Demonstrating eagerness to give and receive collaboration/consultation with colleagues at Lacamas Counseling</p> <p>Comments:</p>
	<p>Collaboration: Appropriate and healthy interpersonal skills with colleagues</p> <p>Comments:</p>
	<p>Collaboration: Collaborative and trustworthy care with clients towards their progress goals</p> <p>Comments:</p>
	<p>Collaboration: Develop therapeutic alliance that conveys warmth and empathy</p> <p>Comments:</p>
	<p>Collaboration: Manages appropriate client retention for continuation and completion of treatment.</p> <p>Comments:</p>
	<p>Collaboration: Knowledge and use of appropriate community referrals to support client needs</p> <p>Comments:</p>
	<p>Collaboration: Attempts at coordinating care with other providers involved in client care (not at Lacamas Counseling).</p> <p>Comments:</p>
	<p>Collaboration: Supports and gives ideas to Lacamas Counseling on growth opportunities</p> <p>Comments:</p>

