



**INDEPENDENT LIVING  
 REHABILITATION  
 COUNSELOR II EVALUATION**

Evaluation Measures

- 1 Not Acceptable – Improvement required
- 2 Below Average – Improvement necessary
- 3 Average – Meets acceptable job requirements
- 4 Above Average – Exceeds acceptable requirements
- 5 Exceptional – Is consistently outstanding

Please check the appropriate number utilizing the evaluation measures above (1-5) to indicate your evaluation of the employee with respect to each factor listed and indicate in each of the comment sections additional pertinent information.

**I. ATTITUDE**

- A. Agency Mission and Philosophy 1  2  3  4  5
- B. Persons with Disabilities 1  2  3  4  5
- C. The Profession of Rehabilitation Counseling 1  2  3  4  5
- D. Caseload Management 1  2  3  4  5
- E. Co-workers and Other Professionals 1  2  3  4  5
- F. Providers of Services 1  2  3  4  5
- G. Acceptance of Supervision 1  2  3  4  5

**COMMENTS:**

**II. QUALITY OF WORK**

- A. Work is accurate. 1  2  3  4  5
- B. Work is complete, orderly, and easily understood. 1  2  3  4  5



**INDEPENDENT LIVING  
 REHABILITATION  
 COUNSELOR II EVALUATION**

- C. Work meets professional requirements in all respects. 1  2  3  4  5
- D. Work exceeds minimum requirements. 1  2  3  4  5
- E. Written and verbal communication is clear, timely, and appropriate. 1  2  3  4  5
- F. Work results indicate a good basic understanding of Agency policies and procedures. 1  2  3  4  5
- G. Work results demonstrate good judgment and planning. 1  2  3  4  5
- H. Professional actions are in accord with requirements established by Federal Regulations. 1  2  3  4  5
- I. Establishes and maintains professional counseling relationship with individuals. 1  2  3  4  5
- J. Relates disability to vocational and social adjustment needs. 1  2  3  4  5
- K. Develops favorable relationships with community resources. 1  2  3  4  5
- L. Has ability to interpret available individual data and relate to individual needs. 1  2  3  4  5
- M. Schedules time and travel to allow for maximum work efficiency. 1  2  3  4  5
- N. Consistently attains performance goals. 1  2  3  4  5
- O. Frequency of follow-up contacts is appropriate and adequate. 1  2  3  4  5
- P. Makes best possible use of available resources and comparable benefits. 1  2  3  4  5

COMMENTS:



**INDEPENDENT LIVING  
 REHABILITATION  
 COUNSELOR II EVALUATION**

III. PERSONAL CHARACTERISTICS

- A. Displays poise even in trying situations. 1  2  3  4  5
- B. Is sensitive to the rights and feelings of others. 1  2  3  4  5
- C. Has strong interest in the welfare of others. 1  2  3  4  5
- D. Is persevering when faced with challenging situations. 1  2  3  4  5
- E. Is imaginative and innovative. 1  2  3  4  5
- F. Possesses sound judgment and common sense. 1  2  3  4  5
- G. Possesses emotional maturity. 1  2  3  4  5
- H. Has ability to organize effectively. 1  2  3  4  5
- I. Has ability to inspire confidence and self-respect in others. 1  2  3  4  5
- J. Has potential for continued growth and development. 1  2  3  4  5
- K. Is reliable and dependable. 1  2  3  4  5
- L. Demonstrates motivation and enthusiasm. 1  2  3  4  5
- M. Assumes responsibility for mistakes made without blaming others. 1  2  3  4  5
- N. Personal appearance is such that work effectiveness is not diminished. 1  2  3  4  5

COMMENTS:



**INDEPENDENT LIVING  
REHABILITATION  
COUNSELOR II EVALUATION**

IV. GENERAL

- A. Develops and shares with others new ideas for improving Agency performance. 1  2  3  4  5
- B. Has good understanding of community human service organizations and facilities. 1  2  3  4  5
- C. Conducts public relations activities which reflect favorably on the Agency and its consumers. 1  2  3  4  5

COMMENTS:

Name of Employee: \_\_\_\_\_ has received a  
 satisfactory,  unsatisfactory employee evaluation.

\_\_\_\_\_  
Area Vocational Rehabilitation Supervisor Signature

\_\_\_\_\_  
Office Address

\_\_\_\_\_  
Date

Original: Chief, Vocational Rehabilitation Field Services  
Copy: Area Vocational Rehabilitation Supervisor's employee file