

APPLICANT RATING/REFERENCE SHEET for MS in Counseling Program Application

This information will not be shared with the counseling candidate.

Name of **Applicant**: _____ Date: _____

Applicant Phone Number _____ Applicant Email: _____

Name of **Reference**: _____ Position: _____

Relationship to applicant: _____

For how many years? _____

Reference, please rate the applicant regarding the factors listed below by checking the number which most accurately reflects your observations:

	Excellent	Strong	Average	Weak	Poor
<i>Demonstrates Professional Responsibility by</i>	5	4	3	2	1
<ul style="list-style-type: none"> • Being present, punctual and prepared for professional and academic activities • Maintaining confidentiality of student /client records and private communications • Being involved in professional development activities • Committing to being a lifelong learner and reflective practitioner • Maintaining professional competence • Meeting obligations to employer, students/clients and parents • Using self-reflection to improve performance 					
<i>Foster Collegiality by</i>	5	4	3	2	1
<ul style="list-style-type: none"> • Responding constructively to evaluations by supervisors and others and making appropriate corrections to address legitimate concerns • Using positive conflict resolution techniques • Maintaining positive working relationships with fellow candidates • Collaborating with colleagues to improve student/client achievement • Showing respect for fellow students, faculty and staff • Actively participating in meetings and conferences • Assisting others when necessary 					
<i>Embrace Diversity by</i>	5	4	3	2	1
<ul style="list-style-type: none"> • Adapting instruction/counseling to individual differences • Demonstrating that diversity is a strength • Instructing with lessons/counseling plans which counteract negative stereotypes and bigotry • Providing students/clients with access to varying points of view • Using language that meets professional standards and is not demeaning or harmful to any individual or group 					
<i>Demonstrate commitment to learning by</i>	5	4	3	2	1
<ul style="list-style-type: none"> • Creating a learning environment which enables students/clients to fulfill their potential • Being an advocate for all learners/clients • Adapting instruction/counseling to “best practices” • Displaying creativity to enhance the instructional/counseling process 					
<i>Maintain professional and personal integrity by</i>	5	4	3	2	1
<ul style="list-style-type: none"> • Maintaining ethical and legal behaviors in interactions with others • Maintaining a professional relationship with employer 					

Do you know of any reason why this individual should not be admitted to a counseling program and trained for licensure to work with individuals on mental health issues? **Yes** _____ (**please explain below**) **No** _____

Signature of **Reference**: _____ Email: _____

**** Return this form to mscounprog@uhcl.edu ****

Additional Comments: _____
