



Site Supervisor Etrieve Form Instructions

During every semester of fieldwork, school counseling candidates will complete a midterm and final evaluation for each fieldwork site. The purpose of the evaluations is to assess the candidate's progress and performance. They will help identify a candidate's strengths and areas for improvement while ensuring they are on track to meet goals identified in their Candidate Individualized Plan (CIP).

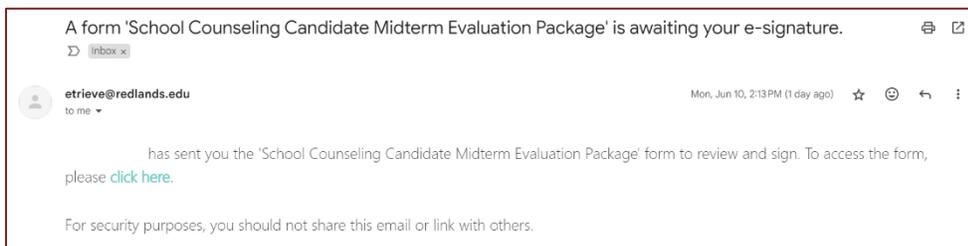
Evaluation Form Workflow Process

Candidates will initiate both their midterm and final evaluation forms via Etrieve and complete a self-evaluation using the [Counselor Performance Standards](#). Once the candidate submits the form, they have been directed to connect with their site supervisor to review the fieldwork hour logs they have submitted so far. Together, you will review either the PDF copies of their approved logs or their Etrieve Activity folder.

After the candidate submits the form, you will receive an e-mail from Etrieve prompting you to access the form. Once you complete and submit the form, it will be routed to the candidate's fieldwork course instructor for final review and approval. The candidate will receive a PDF copy via e-mail once fully approved.

Steps to Approve Etrieve Evaluation Forms

Step 1: Access the link to the Etrieve evaluation form in your inbox



Step 2: Review the form directions, evaluation key, and [Counselor Performance Standards](#)

Standards and Evaluation

The following evaluation key will be used to assess progress of [Counselor Performance Standards](#). New goals can be established as needed.

Evaluation Key:

1. (N/A) Application of Standards not evident or not applicable at this site
2. (Below Novice Practice) Practice not consistent with Standards expectations
3. (Novice Practice) Application of Standards evident at a developing beginning level
4. (Proficient Beginning Practice) Application of Standards evident at a maturing level
5. (Exceptional Beginning Practice) Application of Standards evident at an exemplary level.

Step 3: Evaluate the candidate using the drop-down menu under each [Counselor Performance Standard](#)

Midterm Evaluation

1. Foundations of School Counseling Professional Standards

Candidate Self Evaluation

5. Exceptional Beginning Practice ▼

Site Supervisor Evaluation

▼

CIP Goal (Check if included in your CIP)

New Goal

Step 4: Complete the Site Supervisor Comments section and verify you have reviewed the candidate's fieldwork hour logs submitted so far

Site Supervisor Comments

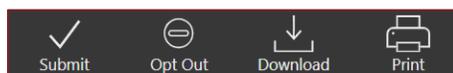
1. My School Counseling Candidate's strengths include:

2. My School Counseling Candidate's areas for growth include:

3. Additional Comments

I verify that I have reviewed the fieldwork hours logs submitted so far by my School Counseling Candidate.

Step 5: Submit the evaluation form by selecting the Submit button on the bottom left of the screen and selecting the Accept button when the Signature Submission box appears. Then, you may exit the screen.



Signature Submission

By pressing "Accept", you are agreeing to signing this form electronically. Your electronic signature is the legal equivalent of your manual signature on the form. If something is wrong with the form and you cannot sign it press "Not Now".

If you disagree with electronic signing click "Not Now" and you will be taken back to the form where you have the option to "Opt Out" from using an electronic signature.

ACCEPT NOT NOW