

ADEPT
for
School Guidance Counselors

INTERVIEW FORM

Guidance Counselor _____
Interview Date _____
Interview Time _____
Interview Location _____
Evaluator _____

May 2003

PD 2: SHORT-RANGE PLANNING OF GUIDANCE AND COUNSELING SERVICES

Interview Focus:

(check all appropriate)

- Classroom or Group Guidance
- Individual Student Planning
- Individual or Group Counseling
- Crisis Counseling

Please discuss your implementation plans for the above service(s). In your explanation, give specific examples and show evidence of the way(s) in which you

- ❖ process and respond to *referrals* and *requests for services*;
- ❖ develop goals and objectives that are appropriate to the student needs and aligned with national and state guidance/counseling standards and (as appropriate) national and state academic standards;
- ❖ determine appropriate strategies, techniques, and/or activities that will promote effectiveness, rapport building, student engagement, and transfer to real-life situations;
- ❖ select and obtain appropriate materials and/or resources; and
- ❖ develop, disseminate, and follow an appropriate schedule.

PD 3: PLANNING, DEVELOPMENT, AND USE OF ASSESSMENTS

Interview Focus:

(check all appropriate)

- Classroom or Group Guidance
- Individual Student Planning
- Individual or Group Counseling
- Crisis Counseling

Please discuss your assessments and program accountability documentation for the above service(s). In your explanation, give specific examples and show evidence/documentation of the way(s) in which you

- ❖ conduct formal and informal needs assessments and program evaluations, use the results to help plan your program (including the number and types of services that are indicated), and disseminate relevant information;
- ❖ assess the student(s) and (for crisis counseling) the severity of the situation;
- ❖ monitor and document student progress and the results of your program initiatives;
- ❖ determine the need for and provide appropriate follow-up support; and
- ❖ maintain program accountability documentation.

PD 6: COORDINATING GUIDANCE AND COUNSELING SERVICES

Interview Focus:

(check all appropriate)

- Classroom or Group Guidance
- Individual Student Planning
- Individual or Group Counseling
- Crisis Counseling

Please discuss your program coordination for the above service(s). In your explanation, give specific examples and show evidence of the way(s) in which you

- ❖ conduct orientations and/or disseminate information about the availability and nature of the service(s);
- ❖ provide service-related information and/or assistance to students, parents, and/or staff;
- ❖ coordinate referrals and/or resources (including maintaining your referral and resource file);
- ❖ manage your program (e.g., materials, budget); and
- ❖ collaborate within your school and your community to provide effective services to students.