

Appendix P  
University of Arkansas  
Counselor Education Program  
**Tape Analysis/Skills Assessment Form**

Student Information										
Student Name:										
UArk ID:										
Practicum/Internship Site Information										
Agency/Organization Name:										
City:			County:				State:			
Zip:			Phone:				Fax:			
Site Supervisor:										
Faculty Supervisor:					University/Doctoral Supervisor:					
Skills Evaluation										
Evaluation Statement	Poor		Adequate		Good		Excellent		NA/NO	
1. Opening: Opens the session smoothly and effectively	①	②	③	④	⑤	⑥	⑦	⑧	NA	NO
2. Attending: Demonstrated interest, focused on the client, encouraged the client to speak through the use of verbal and nonverbal encourages	①	②	③	④	⑤	⑥	⑦	⑧	NA	NO
3. Active listening: Demonstrated the ability to follow the client with understanding in all aspects of communication	①	②	③	④	⑤	⑥	⑦	⑧	NA	NO
4. Silence: Allowed appropriate silences and demonstrated the ability to listen during the session	①	②	③	④	⑤	⑥	⑦	⑧	NA	NO
5. Non-verbals: Exhibited appropriate, effective use of body language, vocal tone, facial expressions, and eye contact to convey warmth, positive regard, and acceptance. Aware of client non-verbals	①	②	③	④	⑤	⑥	⑦	⑧	NA	NO
6. Reflecting feeling: Demonstrated and communicated empathy by reflecting client emotions, explicit and implicit	①	②	③	④	⑤	⑥	⑦	⑧	NA	NO
7. Reflecting content: Demonstrated active listening via clarification, paraphrasing, and summarization	①	②	③	④	⑤	⑥	⑦	⑧	NA	NO
8. Probing/Questioning: Demonstrated the use of purposeful, open, and/or closed questions to keep the session on track and to encourage further communication and understanding of the client's world	①	②	③	④	⑤	⑥	⑦	⑧	NA	NO
9. Challenging/Confronting: Identified client discrepancies and inconsistencies and was able to probe further or confront when necessary	①	②	③	④	⑤	⑥	⑦	⑧	NA	NO
10. Immediacy: Appropriate use of "I-You" statements and process-related questions to bring the present tense into the counseling session	①	②	③	④	⑤	⑥	⑦	⑧	NA	NO
11. Case Conceptualization: Recognizing what is not being said, identifying patterns, and comfort with counseling as an overall process of helping	①	②	③	④	⑤	⑥	⑦	⑧	NA	NO
12. Closing: Closes the session smoothly and set direction for the next session	①	②	③	④	⑤	⑥	⑦	⑧	NA	NO
Additional Questions										
13. What went well in this session?										

14. What would you have liked to see go differently?		
15. What are some reoccurring difficulties or patterns?		
16. What specific parts of the tape would you like help on?		
17. How did this session affect you? (e.g., your own personal issues or feelings came into session)		
18. Brainstorm avenues for further counseling with this client(s)		
<b>Additional Comments and/or Suggestions</b>		
<b>Signatures</b>		
Student Signature	Printed Name	Date
Faculty Signature	Printed Name	Date