

## School Counselor Appraisal Instrument 2025-2026 Evaluation Calendar

PHASE	APPRAISAL CYCLE COMPONENT	TIMELINE FOR COMPLETION	KEY ACTIONS
Phase 1: Goal Setting	Online Goal Entry	August 25 - October 17, 2025	<ul style="list-style-type: none"> <li>Counselor enters 3 SMART goals online into Cornerstone. Appraiser review goal(s).</li> </ul>
	Planning/Goal Setting Conference		<ul style="list-style-type: none"> <li>Appraiser holds goal-setting conversation around job responsibilities, the SCEI rubric, and reviews counselor’s goals.</li> </ul>
Phase 2: Mid-Year Review	Online Employee Self-Review	January 20 - February 27, 2026	<ul style="list-style-type: none"> <li>Counselor tracks goal completion.</li> <li>Counselor self-rates performance on identified indicators and goal accomplishment.</li> </ul>
	Mid-Year Review Conference		<ul style="list-style-type: none"> <li>Counselor and appraiser discuss progress and areas of improvement.</li> <li>If needed, an appraiser redefines goals or develops a performance improvement plan if progress is below expectations.</li> <li>Appraiser completes online conference acknowledgment.</li> </ul>
Phase 3: End of Year Review	Online Appraiser Review	May 4 - June 19, 2026	<ul style="list-style-type: none"> <li>Appraiser completes review of counselor’s performance using SCEI rubric and goal accomplishment.</li> </ul>
	End of Year Review Conference		<ul style="list-style-type: none"> <li>Appraiser examines goals and scores of competencies.</li> <li>Appraiser holds an end of year review conference with employee.</li> <li>Employee accepts evaluation online during the end of year conference.</li> </ul>

\*Dates are subject to change

\*\*\*Counselors must be hired into the position no later than the last instructional day of the fall semester to receive an Evaluation Rating

### Resources

For more information: [www.dallasisd.org/excellenceinitiatives](http://www.dallasisd.org/excellenceinitiatives)

Cornerstone: <https://dallasisd.csod.com/>

Questions: [performancemangment@dallasisd.org](mailto:performancemangment@dallasisd.org)