School Counselor Appraisal Instrument
2026-2027 Evaluation Calendar

PHASE	APPRAISAL CYCLE COMPONENT	TIMELINE FOR COMPLETION	KEY ACTIONS
Phase 1: Goal Setting	**Online Goal Entry**	September 1 - November 13, 2026	● Counselor enters 3 SMART goals online into Cornerstone. Appraiser review goal(s).
	Planning/Goal Setting Conference		● Appraiser holds goal-setting conversation around job responsibilities, the SCEI rubric, and reviews counselor's goals.
Phase 2: Mid-Year Review	**Online Employee Self-Review**	January 19 - February 26, 2027	● Counselor tracks goal completion. ● Counselor self-rates performance on identified indicators and goal accomplishment.
	Mid-Year Review Conference		● Counselor and appraiser discuss progress and areas of improvement. ● If needed, an appraiser redefines goals or develops a performance improvement plan if progress is below expectations. ● Appraiser completes online conference acknowledgment.
Phase 3: End of Year Review	**Online Appraiser Review**	May 3 - June 4, 2027	● Appraiser completes review of counselor's performance using SCEI rubric and goal accomplishment.
	End of Year Review Conference		● Appraiser examines goals and scores of competencies. ● Appraiser holds an end of year review conference with employee. ● Employee accepts evaluation online during the end of year conference.

*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

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

Questions: performancemangment@dallasisd.org

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