

**COUNSELING ENHANCEMENT TOOL**  
***Soldier Form***

This form was developed to assist junior enlisted Soldiers engage in conversations with NCOs about professional development. NCOs will ask your input in order to encourage a dialogue conversation about your progress, areas for improvement, and ways to move forward on your goals.

**SOLDIER NAME:**

**NCO NAME:**

**1. TACTICAL AND TECHNICAL PROFICIENCY (MOS AND WARRIOR TASKS)**

**1. A. Sustain and Improve.** Mark S for areas to sustain or I for areas you want to improve

- S I Demonstrate MOS proficiency
- S I Demonstrate warrior task proficiency
- S I Handle MOS task-related problems effectively
- S I MOS qualified
- S I Other:

Since my last developmental counseling I have received feedback about this area of performance from (list all you recall)?

**1.B. Observations:** Please list specific observations to support your choices above. Be prepared to share these examples with your NCO.

**1.C. Expectations:** On a scale of 1-100% what percentage of time have you met the expectations of your NCO in this area?        %

**1.D. Goal:** How can you improve in this area? How can your leader help you improve? Others?

**2. COMMUNICATES EFFECTIVELY**

**2.A. Sustain and Improve.** Mark S for areas to sustain or I for areas you want to improve.

- S I Speak clearly and concisely
- S I Demonstrate communication skills needed for job duties
- S I Engage in active listening
- S I Demonstrate understanding when receiving communication from others (e.g., clarifies information, takes notes as needed)
- S I Distribute information in a timely manner (e.g., passes down relevant information to Soldiers, filters up important information to chain of command)
- S I Other:

Since my last developmental counseling I have received feedback about this area of performance from (list all you recall)?

**2.B. Observations:** Please list specific observations to support your choices above. Be prepared to share these examples with your NCO.

**2.C. Expectations:** On a scale of 1-100% what percentage of time have you met the expectations of your NCO in this area? %

**2.D. Goal:** How can you improve in this area? How can your leader help you improve? Others?

### 3. EXHIBITS EFFORT

**3.A. Sustain and Improve.** Mark S for areas to sustain or I for areas you want to improve

- S I Complete work assignments
- S I Put forth extra effort as needed to accomplish tasks effectively
- S I Complete assignments without unnecessary supervision
- S I Take initiative to accomplish tasks without being told
- I S I Seek out challenging assignments and/or additional responsibilities
- S I Other:

Since my last developmental counseling I have received feedback about this area of performance from (list all you recall)?

**3.B. Observations:** Please list specific observations to support your choices above. Be prepared to share these examples with your NCO.

**3.C.** On a scale of 1-100% what percentage of time have you met the expectations of your NCO in this area? %

**3.D. Goal:** How can you improve in this area? How can your leader help you improve? Others?

### 4. EXHIBITS PERSONAL DISCIPLINE

**4.A. Sustain and Improve.** Mark S for areas to sustain or I for areas you want to improve

- S I Live the Army standards and values
- S I Hold others accountable to Army standards and values
- S I Follow orders willingly
- S I Exhibit self-control and discipline on the job
- S I Other:

Since my last developmental counseling I have received feedback about this area of performance from (list all you recall)?

**4.B. Observations:** Please list specific observations to support your choices above. Be prepared to share these examples with your NCO.

**4.C. Expectations:** On a scale of 1-100% what percentage of time have you met the expectations of your NCO in this area:        %

**4.D. Goal:** How can you improve in this area? How can your leader help you improve? Others?

## **5. CONTRIBUTES TO THE TEAM**

**A. Sustain and Improve.** Mark S for areas to sustain or I for areas you want to improve.

- S    I    Treat others with dignity and respect
- S    I    Offer assistance to others without being asked
- S    I    Put in effort to achieve team goals
- S    I    Other:

Since my last performance counseling I have received feedback about this area of performance from (list all you recall):

**5.B. Observations:** Please list specific observations to support your choices above. Be prepared to share these examples with your NCO.

**5.C. Expectations:** On a scale of 1-100% what percentage of time have you met the expectations of your NCO in this area?        %

**5.D. Goal:** How can you improve in this area? How can your leader help you improve? Others?

## **6. EXHIBITS FITNESS, MILITARY BEARING, AND APPEARANCE**

**6.A. Sustain and Improve.** Mark S for areas to sustain or I for areas you want to improve.

- S    I    Maintain physical condition per Army regulation
- S    I    Maintain military bearing per Army regulation
- S    I    Maintain Army standards for appearance per Army regulation
- S    I    Other

Since my last developmental counseling I have received feedback about this area of performance from (list all you recall):

**6.B. Observations:** Please list specific observations to support your choices above. Be prepared to share these examples with your NCO.

**6.C. Expectations:** On a scale of 1-100% what percentage of time have you met the expectations of your NCO in this area? %

**6.D. Goal:** How can you improve in this area? How can your leader help you improve? Others?

## 7. MANAGES PERSONAL MATTERS

**7.A. Sustain and Improve.** Mark S for areas to sustain or I for areas you want to improve.

- S I Fulfill commitments to family/friends
- S I Stay on top of personal finances and budget; financial planning
- S I Use sound judgment in personal matters
- S I Other:

Since my last developmental counseling I have received feedback about this area of performance from (list all you recall):

**7.B. Observations:** Please list specific observations to support your choices above. Be prepared to share these examples with your NCO.

**7.C. Expectations:** On a scale of 1-100%, what percentage of time have you met the expectations of your NCO in this area over the past month? %

**7.D. Goal:** How can you improve in this area? How can your leader help you improve? Others?

**8. Plan:** Consider three main goals you would like to focus on for the next evaluation period. Think about your answers above, your overall goals, and your current status on the following measures as you select your next goals:

**SMART Goal 1:**

**SMART Goal 2:**

**SMART Goal 3:**

**Barriers and Resources:** Is there anything that could interfere with you accomplishing these goals? What is your plan to address this barrier? How could your leader help you? How can others help you?