**San Jose∙Evergreen Community College District**

**OBSERVATION FORM FOR COUNSELING FACULTY**

**FACULTY MEMBER’S NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RATING SCALE:**

1. Distinguished 2. Proficient 3. Needs Improvement 4. Unsatisfactory 5. Not observed/Not applicable

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| Distinguished Performance – exceeds the requirements of the assignment. The evaluation shall include notations of exceptional performance. |
| Proficient Performance – meets the requirements of the assignment. The evaluation may include notations of exceptional performance. |
| Needs Improvement – does not fully meet the requirements of assignment. The evaluation shall include notations of areas to be improved. |
| Does Not Meet the Requirements of Assignment- This rating indicates that the Observer does not reasonably expect the evaluatee to improve.The evaluation shall include specific areas of unsatisfactory performance. |

**JOB PERFORMANCE:**

**Counselors**

**RATING COMMENTS**

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| 1. Is receptive to students and creates an effective counseling environment. |  |  |
| 1. Listens well and provides opportunities for students to express their concerns. |  |  |
| 1. Helps students define and seek solutions to problems. |  |  |
| 1. Researches questions brought by students, or directs students to appropriate sources of information. |  |  |
| 1. Demonstrates knowledge of course offerings, programs, resources for students, general and approved major requirements for graduation and certificates. |  |  |
| 1. Demonstrates knowledge of career inventory and personality assessment tools. |  |  |
| 1. Demonstrates knowledge of programs, policies and requirements of institutions to which students will transfer. 2. Demonstrates knowledge of District policies and procedures affecting students. 3. Demonstrates effective communication with classroom faculty, staff and administrator regarding courses, programs and students. 4. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation, and disabilities. |  |  |
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TA’d 9/25/02, Rev. 2023-2024 AY