

**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

JOB PERFORMANCE:

Counselors

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

TA'd 9/25/02