



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resources
Evaluation: Counseling Faculty Performance Observation Form



(Please Print)

Evaluee Name: _____ Date: ____/____/____

Evaluator Name: _____ Date: ____/____/____

Observation Date: ____/____/____ Observation Time: _____

Counseling Faculty standards

Counseling Faculty are expected to demonstrate a wide variety of counseling skills (listening and interviewing, trusting, encouraging, flexibility, resourcefulness, fairness) and counseling techniques while providing academic, career, and personal counseling services. Counseling Faculty are expected to demonstrate a professional degree of accuracy when providing information concerning college / university transfer, degree requirements, college / district regulations, procedures, and course curriculum information. Counseling Faculty standards include applying new technologies in delivering counseling services.

Performance observation

No single Counseling Faculty is expected to perform all of these tasks in any single observation period and it is understood that some counselors specialize in providing services to targeted populations of students.

PART I – ACTIVITIES: DIRECTIONS TO OBSERVER

The observer will indicate which specific activities were covered during the observation session by checking the appropriate performance element(s) listed below, and rating the specific elements observed: (mark your scantron)

Information Distribution Tasks	Skill Rating			
1. New student information	<input type="checkbox"/> A. Satisfactory	<input type="checkbox"/> B. Unsatisfactory	<input type="checkbox"/> C. Needs Improvement	<input type="checkbox"/> D. Not Applicable
2. Course Selections	<input type="checkbox"/> A. Satisfactory	<input type="checkbox"/> B. Unsatisfactory	<input type="checkbox"/> C. Needs Improvement	<input type="checkbox"/> D. Not Applicable
3. Course sequencing / prerequisites	<input type="checkbox"/> A. Satisfactory	<input type="checkbox"/> B. Unsatisfactory	<input type="checkbox"/> C. Needs Improvement	<input type="checkbox"/> D. Not Applicable
4. Degree or certificate requirement	<input type="checkbox"/> A. Satisfactory	<input type="checkbox"/> B. Unsatisfactory	<input type="checkbox"/> C. Needs Improvement	<input type="checkbox"/> D. Not Applicable
5. Graduation requirements	<input type="checkbox"/> A. Satisfactory	<input type="checkbox"/> B. Unsatisfactory	<input type="checkbox"/> C. Needs Improvement	<input type="checkbox"/> D. Not Applicable
6. Transfer requirements	<input type="checkbox"/> A. Satisfactory	<input type="checkbox"/> B. Unsatisfactory	<input type="checkbox"/> C. Needs Improvement	<input type="checkbox"/> D. Not Applicable
7. Other transfer requirements (CAP, TAA, DAP)	<input type="checkbox"/> A. Satisfactory	<input type="checkbox"/> B. Unsatisfactory	<input type="checkbox"/> C. Needs Improvement	<input type="checkbox"/> D. Not Applicable
8. Information on other Colleges and services	<input type="checkbox"/> A. Satisfactory	<input type="checkbox"/> B. Unsatisfactory	<input type="checkbox"/> C. Needs Improvement	<input type="checkbox"/> D. Not Applicable
9. Vocational/career information/ clarification	<input type="checkbox"/> A. Satisfactory	<input type="checkbox"/> B. Unsatisfactory	<input type="checkbox"/> C. Needs Improvement	<input type="checkbox"/> D. Not Applicable
10. Information and referrals to campus service area (i.e. Financial aid special programs, child center)	<input type="checkbox"/> A. Satisfactory	<input type="checkbox"/> B. Unsatisfactory	<input type="checkbox"/> C. Needs Improvement	<input type="checkbox"/> D. Not Applicable
11. Personal issues	<input type="checkbox"/> A. Satisfactory	<input type="checkbox"/> B. Unsatisfactory	<input type="checkbox"/> C. Needs Improvement	<input type="checkbox"/> D. Not Applicable
12. Use of technology that support counselor resources	<input type="checkbox"/> A. Satisfactory	<input type="checkbox"/> B. Unsatisfactory	<input type="checkbox"/> C. Needs Improvement	<input type="checkbox"/> D. Not Applicable

PART II – NARRATIVE RESPONSE: DIRECTIONS TO OBSERVER

The observer will respond in narrative to the activities observed during the counseling session. No single counselor is expected to perform all these tasks in any single observation period.

1. Listening and attentiveness.

Satisfactory Unsatisfactory Needs Improvement Not Applicable

Comment(s):

2. Provided a comfortable environment that encourages student interaction.

Satisfactory Unsatisfactory Needs Improvement Not Applicable

Comment(s):

3. Assisted in clarifying/defining student's questions/needs.

Satisfactory Unsatisfactory Needs Improvement Not Applicable

Comment(s):

4. Introduced options for clarification while giving responsibility of decision making to student:

- Satisfactory Unsatisfactory Needs Improvement Not Applicable

Comment(s):

5. Flexible and resourceful in responding to student's questions.

- Satisfactory Unsatisfactory Needs Improvement Not Applicable

Comment(s):

6. Encouraged student in developing educational goals and alternatives.

- Satisfactory Unsatisfactory Needs Improvement Not Applicable

Comment(s):

7. Helped student with unclear information and/or how to find further resources such as, but not limited to, occupational information, financial aid, graduation or transfer requirements referrals to special program areas (ex., psychology counseling course(s), library, etc.).

Satisfactory Unsatisfactory Needs Improvement Not Applicable

Comment(s):

8. Provided opportunity for student to express his/her concerns and opportunities for follow-up meetings as needed.

Satisfactory Unsatisfactory Needs Improvement Not Applicable

Comment(s):

9. Provided information and access to resources about long-term personal counseling.

Satisfactory Unsatisfactory Needs Improvement Not Applicable

Comment(s):

10. **Other** (please explain):

A large, empty rectangular box with a black border, intended for providing additional explanation or details.

SECTION III: EVALUATOR NOTES AND SUMMARY COMMENTS

Please check one and summarized below:

Satisfactory

Unsatisfactory

Needs Improvement

This is the space for elaborating on the observation of counseling, noting strengths and suggestions related to the contract's standards for counseling and excellence in working with students. This is also space to include a summary of Student Response to counseling visit.

Summary Comments

(Attach extra sheets if necessary)

Dean/Supervisor Review:

[Empty box for Dean/Supervisor Review]

Submit evaluation to the Peer Review Committee when completed.

Reference: Article 14B.3, 14G.2b, 15B.3, 15F.2a, 15F.2a2, 18I.1c – Faculty Collective Bargaining Agreement