***Workplace Observation Form for Counselors***

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| **Evaluatee**: Click here to enter text. | **Time and Place of Observation:** Click here to enter text. | **Date:** \_#\_ |

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| **Evaluator:** Click here to enter text. | **# of Students Counseled:** Click here to enter text. |

On a scale of 1 to 5, please indicate the extent to which the counselor meets criteria listed below.

Please include comments in the column on the right. Attach additional comments as necessary.

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| --- | --- | --- | --- | --- | --- |
| **5** | **4** | **3** | **2** | **1** | **NA** |
| **Excellent** | **Above Average** | **Average** | **Below Average** | **Poor** | **Not Applicable** |

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| --- | --- | --- |
|  | **Rating** | **Comments** |
| 1. **Expertise:** The counselor used skills appropriate to the session. | Select Rating... | Click or tap here to enter text. |
| 1. **Attentiveness**: The counselor clarified the student’s counseling needs and was attentive to questions and comments. | Select Rating... | Click or tap here to enter text. |
| **3.** **Clarity**: The counselor was clear and precise in responses to students. | Select Rating... | Click or tap here to enter text. |
| **4.** **Referrals**: When appropriate, the counselor identified referral sources and made suitable referrals. | Select Rating... | Click or tap here to enter text. |
| **5. Rapport:** The counselor conducted counseling in such a way as to establish rapport with students and encourage independence, and increase effectiveness in achieving student learning outcomes in their classes. | Select Rating... | Click or tap here to enter text. |
| **6. Accuracy:** The counselor provided students with accurate, available information regarding certificate programs, degree programs, transfer programs and articulation. | Select Rating... | Click or tap here to enter text. |
| **7. Respect:** The counselor treated students respectfully and responded to their individual needs and special circumstances. | Select Rating... | Click or tap here to enter text. |
| **8. Evaluation Process**: The counselor participated in the evaluation process in a professional and timely manner. | Select Rating... | Click or tap here to enter text. |