***Workplace Observation Form for Counselors***

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| **Evaluatee:**       | **Time and Place of Observation:**       | **Date:**       |

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| **Evaluator:**       | **# of Students Counseled:**       |  |

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On a scale of 1 to 5, please indicate the extent to which the counselor meets the 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** |
|  |  |  |  |  |  |
|  | **Rating** | **Comments** |
| 1. **Expertise:** The counselor used skills appropriate to the

session. | Select Rating |  Click here to enter text.     |
| 1. **Attentiveness**: The counselor clarified the student’s

counseling needs and was attentive to questions and comments. | Select Rating |  Click here to enter text.   |
| 1. **Clarity**: The counselor was clear and precise in

responses to students. | Select Rating |  Click here to enter text.      |
| 1. **Referrals**: When appropriate, the counselor identified

referral sources and made suitable referrals. | Select Rating |   Click here to enter text. |
| 1. **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 here to enter text.  |
| 1. **Accuracy:** The counselor provided students with

accurate, available information regarding certificate programs, degree programs, transfer programs and articulation. | Select Rating |   Click here to enter text. |
| 1. **Respect**: The counselor treated students respectfully and

responded to their individual needs and special circumstances. | Select Rating |   Click here to enter text. |
| 1. **Evaluation Process**: The counselor participated in the

evaluation process in a professional and timely manner. | Select Rating |   Click here to enter text. |