

**PERALTA COMMUNITY COLLEGE DISTRICT
Health Services Coordinator—Faculty Observation Form
Counseling-focused Services**

Name of Counselor:

College:

Semester:

Date:

Name of Observer:

The following information is requested by the TRC/Evaluation Committee:

1. Counseling Activity: (check all relevant topics)

Note: No single counselor is expected to perform all of these tasks in any single observation period and it is understood that some counselors provide specialized services.

- | | |
|---|----------------------------|
| a. Workshops | f. Outreach |
| b. Service Coordination | g. Committee participation |
| c. Interaction with campus community | h. Program Development |
| d. Interaction with community-based organizations | i. In- service training |
| e. Event planning | j. Other (specify) |

2. Please check the appropriate line(s) to indicate which items were observed during the session.

	Referring to the Health Services Coordinator	Notes and Comments Illustrating the Observation
	The counselor made participants feel comfortable and was attentive to their concerns.	
	The counselor demonstrates adequate knowledge of subject matter.	
	Demonstrates awareness of diversity.	
	Works cooperatively with other staff and outside agencies.	
	Effective verbal and written communication skills.	
	Support materials (media, equipment, handouts) were appropriately and effectively used.	
	Applies multi-cultural competencies as appropriate.	
	Demonstrates cultural humility in observed activities.	

3. In your opinion, what was most helpful/valuable in what you observed?

4. In your opinion, what could be more helpful?

5. Other Observations:

Check if applicable		Notes and Comments Illustrating the Observation
	Assumes share of department/division responsibilities.	
	Participates in shared governance system; chairs/serves on college/district committees	
	Works cooperatively with faculty, administrators, staff and students.	
	Provides appropriate in-service training and student advocacy on campus and in the community.	
	Handles conflict/stress situations appropriately.	
	Keeps office hours and is accessible to students.	
	Keeps current in the discipline (includes specialized information necessary to perform the duties of the position).	
	Performs and serves the college well in meeting its obligations to students.	
	Maintains appropriate files and completes mandated forms.	

Overall performance rating:

Superior *surpasses requirements; exceeds expectations*

Satisfactory *meets all standards of excellence as described in the policy*

Below Standards *does not consistently meet requirements*

Unsatisfactory *does not meet requirements; ineffective*

Observer:

Date:

Evaluate:

Date:

The evaluatee's signature on this form does not constitute acceptance of this evaluation. The evaluatee has the right to append their own written comments.

Approved 8/25/2016