

**IMPERIAL VALLEY COLLEGE
COUNSELING OBSERVATION FORM**

Counselor: _____ Semester: _____

Years of Counseling Experience at Imperial Valley College: _____

Date of Observation: _____ Evaluator: _____

Scoring:

- | | |
|--|-------------------------------------|
| 5 <i>Exceptional, Exceeds Expectations</i> | 2 <i>Competent</i> |
| 4 <i>Very Effective</i> | 1 <i>Marginal or Unsatisfactory</i> |
| 3 <i>Above Average</i> | 0 <i>Not Applicable</i> |

	0 NA	1	2	3	4	5	Possible Either 5 or 0
1. Is prepared with appropriate materials for counseling session.							
2. Makes effective use of time in counseling session (e.g., logical flow, finishes within time allotted, etc.)							
3. Eliminates distractions during session (e.g., phone, interruptions, etc.)							
4. Demonstrates rapport building efforts (e.g., non-verbal behaviors, greeting students, providing privacy, awareness of and sensitivity to issues pertaining to cultural diversity)							
5. Demonstrates effective communications skills (e.g., active listening, accurate feedback, etc.)							
6. Assists students in the process of making decisions regarding academic and career goals.							
7. Determines student needs in terms of information (what do they know, what do they need to know, etc.)							
8. Demonstrates ability to meet student needs in a crisis situation (e.g., has ability to remain calm, assesses immediacy of the situation and responds appropriately, etc.)							
9. Interviews students to assess personal and academic strengths and weaknesses.							
10. Solicits student feedback regarding effectiveness of session.							
11. Reviews and interprets testing scores to facilitate advisement (e.g., determines appropriate placement, determines career							
12. Reviews and evaluates academic records to (1) determine status and/or (2) to determine course equivalencies.							
13. Actively listens and checks for understanding.							
14. Acknowledges feedback, then responds accordingly.							
15. Provides feedback.							
16. Demonstrates knowledge of academic counseling as it pertains to transfer or occupational programs.							

17. Assists students in filling out a variety of forms.							
18. Utilizes academic counseling resources and is knowledgeable on existing resource/reference tools (e.g., ASSIST, SARS, DegreeWorks, CSU Mentor, UC Pathways, College Source, etc.)							
<p>Overall Ranking (only one score, please): Use formula per Article 8.2.12 (Total accumulated points earned divided by total possible points) = overall evaluation score. If an item is "Not Applicable" then the total points possible for that item is zero.</p> <p style="text-align: right;">Sum of each column:</p>							Total points possible:

Overall Ranking:
Add the sum of each column.
Calculate total points possible.
Divide the sum of each column by the total points possible and multiply by 100. That number is the overall evaluation score.

100-90 Exceptional, Exceeds Expectations	55-40	Competent
89-70 Very Effective	39 or below	Marginal or Unsatisfactory
69-54 Above Average		

Overall Evaluation Score: _____

Summary Comments: _____

Evaluatee	Signature	Date
Evaluator	Signature	Date
Dean or Designee	Signature	Date
VP for Student Services	Signature	Date

Date Form Completed: _____