

Worksite Observations Evaluation Form: Counseling

Employee:			Evaluator:	
Counseling Section #			Semester and Year:	
Date:				

1. Counseling sessions address objectives outlined in the student's informed educational plan.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
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Provide Examples:

2. Counseling activities (e.g. career assessments, referral to services, and development of an educational plan) are appropriate to students' needs.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
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Provide Examples:

3. Counselor monitors student understanding and adjusts discussion to meet student needs.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
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Provide Examples:

4. Demonstrates clear communication, including effective listening, as well as patience, responsiveness, and respect for the student.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
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Provide Examples:

5. Counselor engages the student in active participation and dialog.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
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Provide Examples:



6. The Counselor demonstrates expertise in the content area as evidenced by appropriate resource materials, transfer guide sheets, etc.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
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Provide Examples:

7. The Counselor is responsive to student questions and provides feedback.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
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Provide Examples:

8. The Counselor's presentation of the material demonstrates effective preparation and planning.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
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Provide Examples:

9. Multiple counseling modalities are utilized to meet student needs.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
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Provide Examples:

10. Counselor demonstrates professionalism in counseling session.

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
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Provide Examples:

General comments for overall observation: (Attach additional pages if needed)