|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 314B2 0 2 2 - 2 0 2 5 F A C U L T Y C O N T R A C T | | | | |
| 315BH.4.b: COUNSELOR | | | |  |
| 316BAdjunct | 317BProb. | 318BRegular | 319BDept. Chair | 320B◼ Counseling Visitation Evaluation ◼ |
| 321Bx | 322Bx | 323Bx |  | 324B◼ Mt. San Antonio College ◼ |

Professor: Click or tap here to enter text. Date & Time of Visit:Click or tap here to enter text.

Observer:Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| **Rating:** | | | |
|  |  | **1** | **Performance exceeds the standard** (Used to commend the recipient for performance above the expected) |
|  |  |  |  |
|  |  | **2** | **Performance meets the standard**  (Used to acknowledge satisfactory performance of duties and responsibilities) |
|  |  |  |  |
|  |  | **3** | **Improvement recommended** (Used to warn the recipient that performance is below what is expected) |
|  |  |  |  |
|  |  | **4** | **Performance does not meet the standard** (Used for unacceptable performance) |
|  |  |  |  |
|  |  | **5** | **Not applicable/insufficient data** |
|  |  |  |  |
| Any rating other than ‘Performance meets the standard’ (#2) must be accompanied by an explanatory remark by the evaluator.  Remarks or specific suggestions for change optional in “comments” space provided. | | | |

**Counselor:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Rating:** | **1** | **2** | **3** | **4** | | **5** |
| **A.** | Encourages student participation by inviting questions, allowing students to problem-solve or encouraging feedback during counseling session. |  |  |  |  | |  |
|  |  |  |  | |  |
| **B.** | Listens attentively and gives explanations to students with clarity and in a non-threatening manner. |  |  |  |  | |  |
|  | | | | | |
| **C.** | Uses verbal expressions and physical demeanor to set a tone for a counseling session that positively promotes the counseling process. |  |  |  |  |  | |
|  |  |  |  |  | |
| **D.** | Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication. |  |  |  |  |  | |
|  |  |  |  |  | |
| **E.** | Presents a positive, professional image. |  |  |  |  |  | |
|  |  |  |  |  |  |  | |
| **F.** | Develops and utilizes effective techniques in educational, career and personal counseling. |  |  |  |  |  | |
|  |  |  |  |  |  | |
| **G.** | Is honest and fair with students. |  |  |  |  |  | |
|  |  |  |  |  | |
| **H.** | Presents information that is accurate and relevant. |  |  |  |  |  | |
|  |  |  |  |  |  |  | |
| **I.** | Assists students in clarifying goals and decision making. |  |  |  |  |  | |
|  |  |  |  |  |  |  | |
| **J.** | Uses technology as an aid in counseling. |  |  |  |  |  | |
|  |  |  |  |  |  |  | |
| **K.** | Demonstrates knowledge of academic policies and current career information. |  |  |  |  |  | |
|  |  |  |  |  |  |  | |
| **L.** | **Overall Summary of Counseling Visitation.** |  |  |  |  |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **M.** | Narrative Summary of Counseling Events During the Session |  |  |  |  |  |
|  | Click or tap here to enter text. | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **N.** | Comments by Professor (Optional) | | |  | | |
|  |  | | |  | | |
|  | Click or tap here to enter text. | | | | | |
| **O.** | **Signatures:** | | | | | |
|  | Observer: | Click or tap here to enter text. | Date: | | Click or tap to enter a date. | |
|  | Professor: | Click or tap here to enter text. | Date: | | Click or tap to enter a date. | |
|  | **Distribution:**  Faculty Member - Summary  Division Office  Human Resources - Summary  7/06; 7/08 | | | | |