

**Pasadena Area Community College District**  
**Evaluation Worksheet**  
**Counseling Faculty**

Employee \_\_\_\_\_ Division \_\_\_\_\_

Evaluator \_\_\_\_\_ Date \_\_\_\_\_

**Performance Indicators:**

	Satisfactory	Needs Improvement in Specific Area(s)	Unsatisfactory	Not Observed
Listens well and provides opportunities for students to express their concerns				
Helps students identify obstacles and personal issues that are impediments to goal attainment				
Facilitates goal attainment by helping students to design an educational plan/individual action plan and by providing ongoing motivational support when appropriate				
Researches questions brought by students or directs students to appropriate sources of information/assistance when advisable				
Keeps current with District classes, programs and resources for students				
Keeps current with programs and policies of receiving institutions to which students transfer				
Demonstrates knowledge of district policies and procedures affecting students				
Communicates across disciplines within the academic community				
Uses technological resources to advise students, to maintain case notes, to keep colleagues informed and to keep abreast of new information impacting students				
Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation, skill levels and physical and mental disabilities				
Participates in Student Learning Outcomes (SLO) and Student Service Outcomes assessments				
Assists students with setting goals including academic and career goals				

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It is suggested that the evaluator consider both strengths and suggestions for improvements.

Overall (for adjunct faculty). For full time faculty, enter Overall on Summary Evaluation.

Satisfactory	Improvement Needed*	Unsatisfactory**
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\*Re-evaluate next opportunity  
\*\*Not recommended for re-hire

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee (signature): \_\_\_\_\_

Employee (print name): \_\_\_\_\_ Date \_\_\_\_\_

\*I will submit an addendum to this report: \_\_\_\_\_ Date \_\_\_\_\_

\*Addendum must be submitted within ten (10) working days after the committee chair has reviewed a copy of the report with the employee.