

Napa Valley College

Peer Review Form for Academic Part-Time Counseling Personnel

Evaluatee: _____

Class Session Observed: _____

Date: _____

Evaluator: _____

Time: _____

Comments recorded on this form will reflect observation of a class session as noted above.

Scoring: Section “Needs Improvement” will be worth 1 point & “Does not meet” will be worth 2 points. Sections “Not observed/Not applicable” & “Meets or Exceeds” will be worth 0 points. A total score of 3 or more will constitute a negative review.

✓ Check the box that best reflects your observation for each of the 4 sections.

	Not observed/ Not applicable	Meets or Exceeds	Needs Improvement	Does not meet
1. Was the counselor prepared and addressed the student’s concerns?				
Observations & Comments:				

	Not observed/ Not applicable	Meets or Exceeds	Needs Improvement	Does not meet
2. Did the counselor establish a positive environment for discussion?				
Observations & Comments:				

	Not observed/ Not applicable	Meets or Exceeds	Needs Improvement	Does not meet
3. Was the counselor punctual in keeping his/her appointment?				
Observations & Comments:				

	Not observed/ Not applicable	Meets or Exceeds	Needs Improvement	Does not meet
4. Did the counselor ask appropriate questions, which allowed the student to adequately express his/her concern?				
Observations & Comments:				

	Not observed/ Not applicable	Meets or Exceeds	Needs Improvement	Does not meet
5. Did the counselor provide the student with useful information in a clear and understandable manner?				
Observations & Comments:				

	Not observed/ Not applicable	Meets or Exceeds	Needs Improvement	Does not meet
6. Did the counselor give the student the necessary information and/or resources needed to develop a plan or take the next step?				
Observations & Comments:				

Record additional comments or observations here: