

GROSSMONT/CUYAMACA COMMUNITY COLLEGE DISTRICT

PEER/MANAGER
COUNSELOR EVALUATION FORM

Instructor: _____ Course: _____ Date: _____

Evaluation statement prepared by: _____

Categories for evaluation are based on the official *Job Description* and include the following:

- A. Subject Matter Mastery:**
 - Command of counseling/problem solving skills
 - Communication of accurate information
- B. Organizational Skills**
 - Preparation for counseling sessions
 - Ability to relate knowledge to students' needs
- C. Counseling Skills**
 - Effectiveness of counseling approach used
 - Responsiveness to students
 - Availability to students
 - Counseling session climate created
 - Awareness of student differences
 - All materials required of students are ADA compliant
- D. Professional Skills**
 - Evidence of professional growth
 - Quality of professional relationships
 - Department, Division, College and District requirements are followed
 - Related duties as specified in the official *Job Description*

COMMENTS/SUGGESTIONS

The instructor meets the standards for employment at this institution.

Strongly Agree 5 4.5 4 3.5 3 2.5 2 1.5 1 Strongly Disagree

RECOMMENDATIONS (in accordance with contract sections 5.5.2.14., 5.6.2.2, 5.6.5.1, 5.7.5.1 requires a written response from evaluatee within ten working days of receipt of Summary Report)

Evaluator

Date

GROSSMONT/CUYAMACA COMMUNITY COLLEGE DISTRICT

PEER/MANAGER
LIBRARIAN EVALUATION

Instructor: _____ Course: _____ Date: _____

Evaluation statement prepared by: _____

Categories for evaluation are based on the official *Job Description* and include the following:

- A. Subject Matter Mastery:**
 - Command of library procedures and materials
 - Communication of library methodologies (materials use and search strategies)
 - Knowledge of relationship of content to student needs
- B. Organizational Skills**
 - Preparation for library orientation sessions
 - Relationship of content to course objectives
- C. Teaching Skills**
 - Effectiveness of techniques used in reference interviews
 - Effectiveness of teaching methods used
 - Responsiveness to students
 - Availability to students
 - Classroom climate created
 - Awareness of student needs and differences
 - All materials required of students are ADA compliant
- D. Professional Skills**
 - Evidence of professional growth
 - Quality of professional relationships
 - Department, Division, College and District requirements are followed
 - Related duties as specified in the official *Job Description*

COMMENTS/SUGGESTIONS

The instructor meets the standards for employment at this institution.

Strongly Agree 5 4.5 4 3.5 3 2.5 2 1.5 1 Strongly Disagree

RECOMMENDATIONS (in accordance with contract sections 5.5.2.14., 5.6.2.2, 5.6.5.1, 5.7.5.1 requires a written response from evaluatee within ten working days of receipt of Summary Report)

Evaluator

Date