

Librarian Reference Desk Observation Form

TO BE COMPLETED BY OBSERVING MEMBER OF EVALUATION TEAM

Unit member being evaluated: _____ Observing member of Evaluation Team: _____

Room: _____ Time: _____ Date of visit: _____ # of students served: _____ # of students present: _____

Scale: 4 Strongly Agree 3 Agree 2 Disagree 1 Strongly Disagree N/A Not Applicable

Teaching and Methodology	4	3	2	1	N/A	Comments
The faculty member's responses are clear and organized.						
The faculty member introduces themselves and conducts an interview to fully understand the student's needs (for example, ask follow up questions regarding the course, assignment, sources previously consulted, etc.)						
The faculty member encourages student participation and questions.						
The faculty member creates an environment that encourages students to be intellectually engaged.						
The faculty member effectively uses supporting materials to clarify subject matter topics, such as but not limited to LibGuides, handouts, audio, video, websites, demonstrations, exercises, etc.						
The faculty member demonstrates respect and equity-mindedness in working with students of diverse racial and ethnic backgrounds, genders, sexual orientations, skill levels, and abilities.						

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Teaching and Methodology	4	3	2	1	N/A	Comments
The faculty member displays currency and expertise in their discipline.						
The faculty member periodically checks student understanding of the material.						
The faculty member monitors the learning environment and recognizes who might require assistance, managing multiple needs appropriately.						

Summary of Observations/Additional Comments: