Office of Christine Lizardi Frazier
Kern County Superintendent of Schools
Advocates for Children

PRE-OBSERVATION CONFERENCE FORM

Employee_____ Program _____

School Year _____Assignment _____

Date _____Time/Period_____

Please answer these questions and bring the completed form to your pre-observation conference.

PRE-CONFERENCE QUESTIONS:

1. What will you be doing?

2. What is the goal?

3. What activities will you engage in during the observation?

4. How will you know if you have been successful?

5. Is there a specific area on which you would like the evaluator to focus?

6. Comments:

Evaluator's Signature _____Date _____

Employee's Signature _____Date _____

White: Personnel Canary: Department Pink: Employee
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