INSTRUCTOR EVALUATION CHECKLIST

A Separate Evaluation Form is required for each evaluation performed.

(Course Title) (Course Presentation Dates)

(Instructor being evaluated) (Subject)

_____ Date:
(Evaluator) Time: From: _____ To: _____ A.M./P.M.

Please rate the Instructor in all categories according to points for each, with the **lowest** number representing "**Unacceptable**" and the **highest** maximum number representing "**Excellent**".

1. Class Presence: **(2 points each maximum)**	**POINTS**
a. Attire, dress	
b. Grooming	
c. Posture	
d. Mannerisms	
e. Confidence	
f. Eye contact	
g. Grammar/Pronunciation	
TOTAL	

2. Introduction: **(4 points each maximum)**	**POINTS**
a. Self	
b. Lesson Objective	
c. Value to trainee	
d. Relation to program	
TOTAL	

3. Presentation Method: (5 points each maximum)	POINTS
a. Subject knowledge	
b. Sequence of concepts	
c. Clarity of explanation	
d. Lesson planned	
e. Convincing	
f. Politeness	
g. Comprehension checked	
h. Summarized	
i. Group participation	

TOTAL

4. Training Aids: (5 points each maximum)

	POINTS
a. Supported presentation	
b. Quality	
c. Use	
TOTAL	

Circle aids used: Transparencies Films Slides Chalkboard

Charts Models Handouts Tapes

Computer Interactive video

Other:
(Specify)

5. Overall Impression of Instructor:
(On a scale from 1 to 10, indicate your overall impression)

POINTS

TOTAL

SUMMARY:

CATEGORY	TOTAL POINTS
1. Class Presence	
2. Introduction	
3. Presentation Method	
4. Training Aids	
5. Overall Impression of Instructor	
Overall Rating Total (Maximum 100 points)	