

**Evaluation Form Sample**

### **Basic Information**

* **Name of Evaluator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Subject/Event/Individual Being Evaluated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Purpose of Evaluation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Rating Scale Section**

This section utilizes a rating scale to quantify performance, satisfaction, or effectiveness. Common scales include numerical ratings (1-5, 1-10) or descriptive terms (Poor, Fair, Good, Very Good, Excellent).

| **Criteria** | **Rating** | **Comments** |
| --- | --- | --- |
| **Criterion 1 (e.g., Quality of Work)** | [1-5] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Criterion 2 (e.g., Timeliness)** | [1-5] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Criterion 3 (e.g., Communication Skills)** | [1-5] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Add more rows as necessary.** |  |  |

### **Open-Ended Questions Section**

Open-ended questions are designed to gather qualitative feedback, providing insights beyond what rating scales can offer.

* What aspects of the subject/event/service did you find most valuable?
* Were there any areas that did not meet your expectations? Please explain.
* What improvements or changes would you suggest?

### **Comments and Suggestions Section**

This section allows for additional feedback that may not have been covered by previous questions.

* Additional Comments:
* Suggestions for Future Improvements:

### **Overall Evaluation**

* Overall Satisfaction: (Poor, Fair, Good, Very Good, Excellent)
* Would you recommend this subject/event/service to others? (Yes/No)
* Final Thoughts:

### **Signature**

* **Signature of Evaluator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Type Name as Signature)
* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_