
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:** _____