Evaluation Form


#### **General Information**

* **Name of Evaluator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Purpose of Evaluation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Name of Evaluatee/Event/Program (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Evaluation Criteria**

The criteria will vary depending on the evaluation's context. Below is a sample table that can be customized to suit specific needs.

| **Criteria** | **Rating (1-5)** | **Comments** |
| --- | --- | --- |
| **Criterion 1 (e.g., Quality of Work)** |  |  |
| **Criterion 2 (e.g., Team Collaboration)** |  |  |
| **Criterion 3 (e.g., Engagement Level)** |  |  |
| **Add more rows as necessary.** |  |  |

#### **Overall Performance/Outcome**

* Overall Rating: (Choose one) Excellent / Very Good / Good / Satisfactory / Needs Improvement
* General Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Strengths and Areas for Improvement**

* Key Strengths: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Areas for Improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Recommendations and Action Steps**

* Recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Action Steps: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Feedback from Evaluatee (Optional)**

* Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Signature and Date**

* Evaluator's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_
* Evaluatee's Signature (Optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

