

# 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: \_\_\_\_\_
- 

