**Website Evaluation Form Template Word**

**General Website Details**

* **Website Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date of Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Evaluator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Design & Usability**

| **Evaluation Criteria** | **Poor (1)** | **Fair (2)** | **Good (3)** | **Excellent (4)** |
| --- | --- | --- | --- | --- |
| **Visual Appeal** | **☐** | **☐** | **☐** | **☐** |
| **Readability** | **☐** | **☐** | **☐** | **☐** |
| **Navigation** | **☐** | **☐** | **☐** | **☐** |
| **Responsiveness** | **☐** | **☐** | **☐** | **☐** |
| **Accessibility** | **☐** | **☐** | **☐** | **☐** |

**Functionality & Speed**

* **Is the website loading quickly? □ Yes □ No**
* **Are there any broken links? □ Yes □ No**
* **Is the website optimized for all browsers? □ Yes □ No**

**SEO & Content Quality**

* **Are relevant keywords used? □ Yes □ No**
* **Is content free from grammatical errors? □ Yes □ No**
* **Are meta descriptions and tags properly implemented? □ Yes □ No**

**Overall Experience & Recommendations**

* **Key Strengths of the Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Areas that Require Improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Suggested Actions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Final Score (1-10): \_\_\_\_\_\_\_\_\_\_**

**Signatures**

* **Evaluator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**
* **Website Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**