

TEACHING/PRESENTATION EVALUATION and RATING FORM

Topic:

Position:	Position #:
Applicant's Name/Date: _____	

CRITERIA	HIGHLY QUALIFIED	WELL QUALIFIED	SATISFACTORY	NOT QUALIFIED
I. Overall Presentation				
Appropriate self-introduction				
Knowledge/familiarity of topic				
Well organized				
Creative/engaging				
Skilled technology use				
Adequate response to follow-up questions (ability to improvise)				
II. Written/PowerPoint/Materials				
Overall presentation of materials				
Grammar, punctuation and spelling				
Creativity				
Knowledge/familiarity of topic				

Overall Comments:

Overall Rating Options for Presentation:

HIGHLY QUALIFIED	WELL QUALIFIED	SATISFACTORY	NOT QUALIFIED
Evidence of three or more in each set of criteria.	Evidence of two in each set of criteria.	Evidence of not more than one in each set of criteria.	No or little evidence

CANDIDATE RATING: _____ Highly Qualified _____ Well Qualified _____ Satisfactory _____ Not Qualified

RECOMMEND: _____ Recommend _____ Do not recommend

ACTION: