



National Archives and Records Administration
Fill in name of office, library or regional archives

Class Evaluation

We value your opinion of this class. Please help us serve you better by completing this evaluation of:

Class Title:

Date:

Instructor:

	Use this scale to ✓mark your rating:				
The Course...	Fully	Mostly	Some	Little	Not at all
a. Objectives were achieved.					
b. Content will be useful to my job.					
c. Handouts were informative.					
d. Overall met my expectations.					
The Instructor...	Fully	Mostly	Some	Little	Not at all
a. Was organized and prepared.					
b. Encouraged class participation.					
c. Related subject matter to work situation.					
d. Kept discussion focused on relevant topics.					
e. Overall was very effective.					
Customer Service	Fully	Mostly	Some	Little	Not at all
a. Course description was informative.					
b. Registration process was user-friendly.					
c. Facilities were conveniently located.					
Please tell us...					

a. How you will use the information from the class.

b. Which one of the following categories best describes you...

- ☐ Federal agency personnel, civilian or military
- ☐ College or university staff or student, business employee, researcher
- ☐ Educator or student for K-12 grades
- ☐ Genealogist, family historian or genealogical researcher
- ☐ Professional or non-profit educational organization
- ☐ State or local government agency personnel
- ☐ Foundation or Friends group associated with Fill in name of office, library or regional archives
- ☐ General public
- ☐ Other (please specify)

c. How the class could be improved.

(continue on other side)

If you wish to direct additional comments to a supervisor, you may contact

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