



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:				
	Fully	Mostly	Some	Little	Not at all
<b>The Course...</b>					
a. Objectives were achieved.					
b. Content will be useful to my job.					
c. Handouts were informative.					
d. Overall met my expectations.					
<b>The Instructor...</b>					
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.					
<b>Customer Service</b>					
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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