

**Office of Personnel Management**  
**Employee Services/Recruitment and Hiring**  
**Recruitment Policy and Outreach**

**PRESENTATION/TRAINING EVALUATION FORM**

Subject of Presentation/Training \_\_\_\_\_ Date: \_\_\_\_\_ Presenter: \_\_\_\_\_

Use the scale below to rate the overall presentation and presenters:

1. Strongly Agree
2. Agree
3. Neutral
4. Disagree
5. Strongly Disagree

**PRESENTATION/TRAINING SESSION:**

1. The session was well organized.  
1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_
2. The subject matter presented is relevant to my career interests and/or job search.  
1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_
3. The information presented was clear and easily understood.  
1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_
4. The information presented will help in my search for employment or career advancement.  
1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_
5. Would you recommend this presentation/training to others? Yes ( ) No ( )
6. If no, why not? \_\_\_\_\_
7. What other presentations/training sessions do you believe would benefit you?  
  
\_\_\_\_\_

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8. What is your overall rating of the presentation/training session?

5 Excellent \_\_ 4 Good \_\_ 3 Satisfactory \_\_ 2 Needs Improvement \_\_ 1 Unsatisfactory \_\_

**PRESENTER:**

1. The presenter was well organized.  
1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_
2. The presenter was knowledgeable of the topic.  
1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_
3. The presenter communicated well.  
1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_
4. The presenter was effective in responding to questions.  
1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_

**Additional comments and/or recommendations: Please write on back**