

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