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

We value your opinion. Please take a few minutes to complete this evaluation. Your comments help us maintain the quality of our services and help us plan future programs.

Class Title:

Date: Click here to enter a date.

Instructor:

The Course…	**Use** this scale to mark your rating:				
	Strongly Agree/ Excellent	**Agree/ Very Good**	**Disagree/ Good**	**Strongly Disagree/ Poor**	**No Basis to answer or N/A**
a. **Objectives** were made clear.	☐	☐	☐	☐	☐
b. **Content** is useful/important for my job and/or professional development.	☐	☐	☐	☐	☐
c. **Handouts** were informative.	☐	☐	☐	☐	☐
d. **Overall**, I was satisfied with the Training class (RM, other).	☐	☐	☐	☐	☐
The Instructor…	**Strongly Agree/ Excellent**	**Agree/ Very Good**	**Disagree/ Good**	**Strongly Disagree/ Poor**	**No Basis to answer or N/A**
a. **Was** organized and prepared.	☐	☐	☐	☐	☐
b. **Encouraged** participation.	☐	☐	☐	☐	☐
c. **Related** subject matter to real life situation.	☐	☐	☐	☐	☐
d. **Kept** discussion focused on relevant topics.	☐	☐	☐	☐	☐
e. **Overall**, instructor was very effective.	☐	☐	☐	☐	☐
Customer Service	**Strongly Agree/ Excellent**	**Agree/ Very Good**	**Disagree/ Good**	**Strongly Disagree/ Poor**	**No Basis to answer or N/A**
a. **Course** (or event) 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** <u>one</u> 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** could this course/program be improved?

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

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