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Section A. Mandatory for all class/program evaluations

Title/Header
- Use the NARA seal and our full name: National Archives and Records Administration
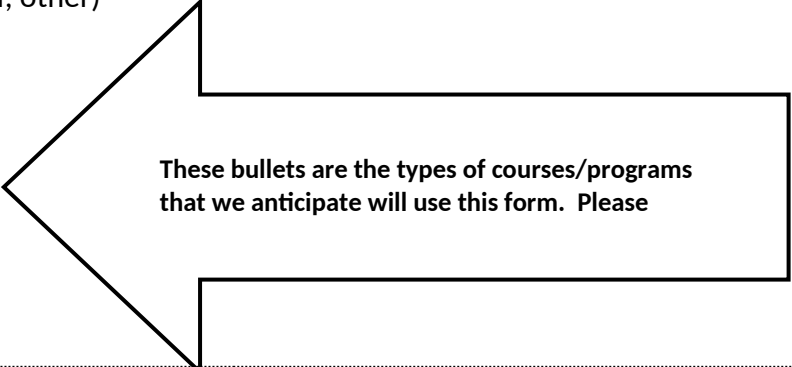- Use the local facility name and location.

Introductory Text
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.

Program information

- (Course/Program title) Evaluation
- Date of course/program
- Trainer name, if applicable (E.g., Webinar host _____ or Workshop leader_____)

- Training class (RM, other)
- Workshop
- Conference
- Seminar
- Public program
- School program
- System training
- User testing
- Presentation

These bullets are the types of courses/programs that we anticipate will use this form. Please

Please remember to leave room for the following statement:

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Section B. Content and Materials (may include comment block at the end)

Questions followed by [Scale] must use one of the following headers:

Strongly Agree	*Agree*	*Disagree*	*Strongly Disagree*	*No basis to answer*

- OR -

Excellent	*Very Good*	*Good*	*Poor*	*N/A*

OBJECTIVES

- Objectives were made clear [Agree scale]
- Exercises reinforced objectives [Agree scale]

TOPIC

- Topic was well covered [Agree scale]
- The content is useful/important for my job/professional development [Agree scale]
- The [type of program] provided relevant, useful information (Agree scale)
- I learned something that will help me (Agree scale)
- I gained new knowledge and skills that are useful for my work [Agree scale]
- How will you use information from the workshop (narrative)

HANDOUTS (use only 1)

- Overall evaluation of the handouts [Excellent scale]
- Handouts were useful [Fully or Agree scale]
- Quality and content of handouts [Excellent scale]
- The handouts were informative [Agree scale]
- Training materials were easy to use [Agree scale]

LEVEL

- In my opinion, this workshop is (circle one) introductory, intermediate, advanced
- Workshop was at the appropriate level of difficulty [Agree scale]
- Length of workshop was appropriate [Agree scale]

SATISFACTION

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- Overall, I was satisfied with the .... [Agree scale] *THIS IS MANDATORY*
- Would you recommend this program to a friend? (Yes/No) If used,
- What you liked best about the workshop (narrative)
- What you liked least about the workshop (narrative)

Section C. Instructor, Speaker, or Presenter (may include comment block at the end and multiple sections for multiple instructors)

Questions followed by [Scale] must use one of the following headers:

| *Strongly Agree* | *Agree* | *Disagree* | *Strongly Disagree* | *No basis to answer* |

- OR -

| *Excellent* | *Very Good* | *Good* | *Poor* | *N/A* |

KNOWLEDGE (all Excellent scale)

- Communication skills [Scale]
- Knowledge of the subject [Scale]
- Confident with subject matter [Scale]
- Able to address my questions [Scale]

SKILL (all Agree scale)

- Was organized and prepared [Scale]
- Subject matter has practical applications for me [Scale]
- Related subject matter to real life situation [Scale]
- Kept discussion focused on relevant topics [Scale]

STYLE

- Responsiveness to questions [Excellent scale]
- Overall presentation style [Excellent scale]
- Encouraged participation [Agree scale]
- The (instructor/speaker/presenter) was effective [Agree scale]

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Section D. Infrastructure (May include comment block at the end)

Strongly Agree	*Agree*	*Disagree*	*Strongly Disagree*	No basis to answer

- OR -

Excellent	*Very Good*	*Good*	*Poor*	*N/A*

FACILITIES (all Agree scale)

- Facilities were conveniently located [Scale]
- Room provided a comfortable setting for learning [Scale]

REGISTRATION (all Agree scale)

- Course (or event) description was informative [Scale]
- Registration process was user friendly [Scale]
- Online information was easy to use [Scale]
- Online information was informative [Scale]

PROGRAM DELIVERY (check boxes)

- NARA classroom or conference room
- Agency classroom or conference room
- Rented public space
- Computer-based instruction/delivery
- Internet-hosted delivery

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Section E. Demographics (checkboxes)

- Which <u>one</u> of the following categories best describes you . . .

    - ☑ National Archives employee, student, volunteer, or docent

    - ☑ Federal agency personnel, civilian or military

    - ☑ State or local government agency personnel

    - ☑ Foundation or Friends group associated with _____ (fill in name of office, library, or regional archives)

    - ☑ Educator (please specify pre-service, elementary, middle, high school

    - ☑ Educator (please specify college or university, adult)

    - ☑ Student (please specify elementary, middle, high school)

    - ☑ Student (please specify college or university, graduate school, post-grad)

    - ☑ College or university staff or volunteer

    - ☑ Professional or non-profit educational organization

    - ☑ Genealogist, family historian, or genealogical researcher

    - ☑ Researcher

    - ☑ General public

    - ☑ Other (please specify) _____ (put last)

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Section F. Additional topics

- I would like to see/hear more about this topic at the National Archives facilities (Agree scale)

- I would like to see/hear this speaker again at the National Archives facilities (Agree scale)

- How did you hear about the presentation? (narrative)

- Would you be interested in participating in an online workshop presented by the National Archives facilities? (yes/no)

- Would you be interested in viewing highlights of past lectures/films/events about the National Archives facilities on the Internet? (yes/no)

- I will recommend this workshop to others (ONLY if not used in Section B)

- What topics would you like featured in future workshops? (narrative)

One last mandatory question:

- How could this course/program be improved? (narrative)

Optional after all other questions:

If you would like to discuss this course or program, OR would like us to contact you regarding upcoming courses or programs, please contact _____ or tell us how to get in touch with you.

NAME & ADDRESS _____

EMAIL _____

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