

### INSTRUCTOR EVALUATION CHECKLIST

**NAME/RATE/RANK:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COURSE/SHORT TITLE/CIN:** \_\_\_\_\_

**TOPIC/EXERCISE#:** \_\_\_\_\_

**EVALUATION TYPE**

- CERTIFICATION                       TECHNICAL                       TECHNIQUE

**EVALUATION PERIODICITY**

- TECHNICAL                       MTS  
 SCHEDULED                       UNSCHEDULED

**TYPE CLASSROOM**

- PRESENTATION/CLASSROOM                       LABORATORY                       FACILITATION

*Evaluate each item on the checklist. (Check each item Satisfactory, Needs Improvement, Unsatisfactory, Not Observed, or Not Applicable.)*

**1. INTRODUCTION**

- a. Displayed topic/name, introduced self
- b. Read objectives
- c. Motivation
  - (1) Gained learners' attention
  - (2) Explained importance/relevance of topic material
  - (3) Motivated learners to do their best
  - (4) Safety objective (specific to objectives)
- d. Stressed importance of safety/posted as applicable/TTO/DOR
- e. Provided lesson overview
- f. Ensured workstations/materials ready
- g. Related classroom instruction to on-the-job performance

SAT	NI	UNSAT	NO	NA

**2. PRESENTATION**

- a. Used lesson plan effectively
  - (1) Personalized lesson plan
  - (2) Taught all discussion points
  - (3) Transitioned/chained effectively
  - (4) Used examples/analogies
- b. Used effective communication skills
  - (1) Maintained learner attention
  - (2) Encouraged participation/questions


	SAT	NI	UNSAT	NO	NA
(3) Demonstrated active listening					
c. Asked questions					
(1) Required number (if applicable)					
(2) Used effective questioning technique					
(3) Provided effective feedback					
d. Handled learner questions					
e. Used technology/visual information effectively					
f. <b>FACILITATION</b>					
(1) Used room movement effectively					
(2) Transitioned from CBT effectively					
(3) Kept discussion moving					
(4) Debriefed activity/exercise effectively					
(5) Recognized opportunities for intervention					
g. <b>LABORATORY</b>					
(1) Demonstrated lab procedures correctly					
(2) Reviewed lab procedures correctly					
(3) Provided related instruction as needed					
(4) Safety devices/equipment were in good condition					
(5) Issued tools/material expeditiously					
(6) Monitored learner safety practices/evaluated risks					
(7) Co-instructors assisted learners as necessary					
<b>3. INSTRUCTOR/LEARNER INTERACTION</b>					
a. Maintained instructor-learner relationship					
b. Learners sought help when needed					
c. Learners used tools/materials correctly					
d. Recognized individual learner differences					
<b>4. SUMMARY AND REVIEW</b>					
a. Reviewed objectives					
b. Recapped key points					
c. Questions checked/learner understanding					
d. Re-emphasized the importance of risk assessment					
<b>5. PERSONAL CHARACTERISTICS</b>					
a. Professional appearance/demeanor					
(1) Used appropriate language					
(2) Used inclusive language					
(3) Displayed enthusiasm					
b. Used instructor traits effectively					

- (1) Voice
- (2) Eye contact
- (3) Gestures
- (4) Attitude


**6. OVERALL GRADE**

SATISFACTORY

UNSATISFACTORY

**7. EVALUATOR REMARKS.** *Include a brief description of overall performance (strengths and areas requiring improvement). A statement concerning safety evaluation procedures and risk mitigation should be included in this section. All behaviors evaluated as NI, NO, or NA will be explained in this section.*

I have been debriefed on this evaluation.

Instructor Evaluated *(print name and sign):*

Instructor Evaluator *(print name and sign):*